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# MANUAL OF THE BOARD OF EDUCATION AND DIRECTORY OF THE PUBLIC SCHOOLS OF DETROIT:: ::



:: :: :: APRIL, 1902 :: :: ::

(Taking Place of Issue of Oct. 1901.)

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MANUAL  
OF THE  
BOARD OF EDUCATION  
AND  
DIRECTORY  
OF THE  
PUBLIC SCHOOLS  
OF DETROIT, MICH.

COMPILED BY  
GEORGE BROWN, Secretary.



April 4, 1902.

# BOARD OF EDUCATION

OF THE

## CITY OF DETROIT

Offices, No. 50 Miami Avenue.

### OFFICERS FOR 1901-1902.

EDWARD F. MARSCHNER, - - - - PRESIDENT  
 MAURICE R. MARR, - - - - PRES. PRO-TEM  
 GEORGE BROWN, - - - - SECRETARY  
 \*HENRY R. ANDREWS, - - - - TREASURER  
 WALES C. MARTINDALE, - SUPT. OF SCHOOLS  
 WILLIAM H. SAVORY, - SUPERVISOR OF PROPERTY  
 MALCOMSON & HIGGINBOTHAM, - - ARCHITECTS  
 FIELD & HINCHMAN, - CONSULTING ENGINEERS  
 \*Resigned Feb. 13, 1902. Wm. B. Thompson appointed  
 Feb. 27, 1902.

### OFFICE HOURS:

President, 5 to 6 P. M., Tuesdays and Thursdays.  
 Secretary's Office, 9 A. M. to 5 P. M.  
 Superintendent's Office, 8:30 A. M. to 5 P. M.  
 Superintendent, 4 to 5 P. M.  
 Supervisor's Office, 8 A. M. to 5 P. M.  
 Supervisor, 11 to 12 A. M.  
 On Saturdays all offices until 1 P. M. only.

### Dates of Regular Meetings of the Board.

1901.			1902.		
Thursday,	July	11	Thursday,	January	9
"	"	25	"	"	23
"	August	8	"	February	13
"	"	22	"	"	27
"	September	12	"	March	13
"	"	26	"	"	27
"	October	10	"	April	10
"	"	24	"	"	24
"	November	14	"	May	8
"	"	28	"	"	22
"	December	12	"	June	12
"	"	26	"	"	26

# MEMBERS OF THE BOARD.

IN-PECTORS.	WARD.	OFFICE.	RESIDENCE.	TELEPHONE. Michigan Line.	TERM EXPIRES.
Marr, Maurice R.....	First.	152 Woodward Ave.	117 Harper Ave. East	Main 1486.	June 30, 1903.
Sherrill, Edwin S., M. D...	Second.	270 Woodward Ave.	107 Fort St. West.	Main 353.	"
Guenther, Peter.....	Third.	40 West Fort St.	308 Antoine St.	Main 1533.	"
Newton, Lumus C., M. D..	Fourth	555 Second Ave.	555 Second Ave.	Grand 804.	"
Love, Charles E.....	Fifth.	1010 Majestic Bldg.	Harmer House.	Main 1399.	"
Price, Orrin J.....	Sixth.	48 Woodward Ave.	372 Trumbull Ave.	Main 3419.	"
Todenbier, John B.....	Seventh.		132 Antietam St.		"
Smith, Horace G.....	Eighth.	639 Trumbull Ave.	639 Trumbull Ave.	Grand 1375.	"
Lee, William J.....	Ninth.	22 Lafayette Ave.	1303 Chene St.	Main 1688.	June 30, 1905.
Johnson, Gilbert P., M. D.	Tenth.	621 Sixteenth St.	621 Sixteenth St.	West 900.	"
Gentsch, William J.....	Eleventh.	29 Monroe Ave.	1021 McDougall Ave.	Main 4117.	"
Vergouw, John F. W.....	Twelfth.		93 Maybury Ave.	West 1052.	"
Hely, Albert.....	Thirteenth.	Water Office.	478 McDougall Ave.	{ Gratiot 129. Main 2712.	"
Goldberg, Louis.....	Fourteenth.	1086 Michigan Ave.	1086 Michigan Ave.		"
Marschner, Edward F....	Fifteenth.	50 Miami Ave.	980 Meldrum Ave.	East 413.	"
Shivers, Joseph P.....	Sixteenth.		344 Lansing Ave.		"
Bennett, John F., M. D....	Seventeenth.	1993 Jefferson Ave.	1993 Jefferson Ave.	East 67.	"

## STANDING COMMITTEES.

### JUDICIARY:

Inspectors Price, Love and Bennett.

### TEACHERS and SCHOOLS:

Inspectors Goldberg, Guenther, Johnson, Lee and Shivers.

### TEXT BOOKS and COURSE OF STUDY:

Inspectors Shivers, Marr, Vergouw, Guenther and Bennett.

### FINANCE:

Inspectors Marr, Smith and Newton.

### REAL ESTATE and SCHOOL BUILDINGS:

Inspectors Lee, Marr, Todenbier, Hely and Goldberg.

### SUPPLIES and JANITORS:

Inspectors Vergouw, Price, Love, Goldberg and Hely.

### SANITATION:

Inspectors Johnson, Sherrill and Gentsch.

### RULES:

Inspectors Guenther, Newton and Sherrill.

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**The Committee on Real Estate and School Buildings** meets regularly at 8 o'clock P. M., on the Tuesday preceding each regular meeting of the Board.

**The Committee on Supplies and Janitors** meets regularly at 8 o'clock P. M., on the Wednesday preceding each regular meeting of the Board.

**The Committee on Text Books and Course of Study** meets regularly at 4 o'clock P. M., on the Tuesday preceding each regular meeting of the Board.

The other committees meet when called by the respective chairmen.

## DEPARTMENTS.

### SECRETARY AND BUSINESS MANAGER.

Room 2, No. 50 Miami Ave.  
Office hours, 9 A. M. to 5 P. M.

Detroit Telephone 437.	Mich. Telephone 437 Main.
GEORGE BROWN, - - - - -	SECRETARY
HERBERT L. REEVES, - - - - -	CHIEF CLERK
WM. F. GROGAN, - - - - -	BOOK-KEEPER
MISS MILDRED GOLDBERG, - - - - -	STENOGRAPHER
ARCHIBALD C. KEENE, - - - - -	CLERK
EDGAR TURNER, - - - - -	BOOK CLERK
JACOB ADAMS, - - - - -	ASSISTANT
JAMES H. GRAHAM, - - - - -	TEAMSTER

### TREASURER.

Office of City Treasurer, City Hall.  
WM. B. THOMPSON, - - - - - TREASURER

### SUPERINTENDENT OF SCHOOLS.

Room 8, No. 50 Miami Ave.  
Office hours, 8:30 A. M. to 5 P. M.  
Superintendent, 4 to 5 P. M.

Detroit Telephone 464.	Mich. Telephone 464 Main.
WALES C. MARTINDALE, - - - - -	SUPERINTENDENT
MISS NELLIE B. SEITZ, - - - - -	CLERK
EDWARD NAIRIN, - - - - -	STENOGRAPHER

### SUPERVISOR OF PROPERTY

Room 1, No. 50 Miami Ave.  
Office hours, 8 A. M. to 5 P. M.  
Supervisor, 11 to 12 A. M.

Det. Tel. 1219.	Mich. Tel. 4918 Main.
WH. H. SAVORY, - - - - -	SUPERVISOR
GEORGE DUMONT, - - - - -	CLERK
JOHN WOOLENWEBER, - - - - -	SHOP CLERK

### SUPERVISORY TEACHERS.

Office hours, 4 to 5 P. M.

GRADES—	OLIVER G. FREDERICK,	Room 6
	Every Day except Saturday.	
MANUAL } TRAINING }	JOHN H TRYBOM, Wednesdays and Fridays.	Room 9
MUSIC—	MRS. EMMA A. THOMAS	Room 12
	Mondays, Tuesdays, Thursdays, Fridays.	
DRAWING—	MISS MYRA JONES	Room 13
	Mondays, Tuesdays, Thursdays.	
PHYSICAL } CULTURE }	—MISS CHARLOTTE CARNE, Mondays, Thursdays.	Room 14
WRITING—	WM. F. LYON	Room 15
	Mondays, Wednesdays, Fridays.	

## Board of Library Commissioners.

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Elected by the Board of Education, one member being chosen in December of each year for a term of six years.

JOHN S. GRAY, - - - 20 E. Woodbridge St.  
Term expires January 1, 1903.

JOHN E. CLARK, M. D. - - - 18 John R. St.  
Term expires January 1, 1904.

MAYNARD D. FOLLIN, - - - 104 Jefferson Ave.  
Term expires January 1, 1905.

JAMES E. SCRIPPS, - - - 598 Trumbull Ave.  
Term expires January 1, 1906.

GEORGE OSIUS, - - - Michigan Ammonia Works.  
Term expires January 1, 1907.

EUGENE A. BRESLER, - - - 22 Lafayette Ave.  
Term expires January 1, 1908.

EDWARD F. MARSCHNER, - - - 980 Meldrum Ave.  
Ex-officio.

Board meets first and third Thursdays of each month.

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## Officers of the Library Commission.

JOHN S. GRAY, - - - - -	PRESIDENT
JOHN E. CLARK, - - - - -	VICE-PRESIDENT
GEORGE OSIUS, - - - - -	SECRETARY
WM. B. THOMPSON, ex-officio, - - - - -	TREASURER
HENRY M. UTLEY, - - - - -	LIBRARIAN

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Committee on Books—MESSRS. FOLLIN, SCRIPPS, OSIUS.

Committee on Administration—MESSRS. GRAY, CLARK, OSIUS.

Committee on Finance—MESSRS. CLARK, SCRIPPS, MARSCHNER.



# SCHOOL BUILDINGS, LOCATION, DIMENSIONS, VALUE OF SITE, Etc.

NAME OF SCHOOL	LOCATION	DIMENSIONS	Value of Site	Cost of Bldg.	Material	Date of Erection
Alger.....	N Mott, near Woodward.....	200 ft. on Mott x 190 deep.....	\$4,400	\$34,500	Brick	1898
Amos.....	S E Military and Regular ave..	222 ft. on Military x 140 on Regular.....	5,000	38,150	Brick	1895
Bagley.....	N E 14th ave. and Pine.....	82 ft. on 14th x 145 on Pine.....	3,700	15,900	Brick	1884
Barstow.....	N Larned, near Riopelle.....	100 ft. on Larned x 130 x 81.84.....	8,580	30,000	Brick	1849-1870
Bellefontaine.....	W Morrell, near Fort.....	250 ft. on Morrell x 149 5 deep.....	4,250	25,000	Brick	1887
Bellevue.....	E Bellevue, near Champlain..	200 ft. on Bellevue x 153.27 deep.....	5,000	31,550	Brick	1899
Berry.....	N W Concord and Charlevoix..	220.69 ft. on Concord x 153.27 deep.....	6,150	32,500	Brick	18-2
Bishop.....	N Winder, near Rivard.....	154 ft. on Winder x 210 deep.....	11,300	56,200	Brick	1858-1881
Brownson.....	S Maple, near Chene.....	150 ft. on Maple x 105.28 deep.....	6,000	21,400	Brick	1887-1894
Campau.....	N For'st E Campau W Mitchell	222.40 ft. on Forest x 152.88 on Campau..	5,000	34,000	Brick	1898
Campbell.....	N E St. Aubin & Alexandrine..	106.73 ft. on St. Aubin x 273.10 on Alx'ne.	5,300	30,000	Brick	1894
Cass.....	{ E Grand River, W Second, { S High.....	{ 382.26 ft. on Gr'd River x 300 on 2nd { x 250.33 on High.....	57,000	45,085	Brick	1861-1883
Chaney.....	E Lawton, near Linden.....	150 ft. on Sullivan x 215.50 deep.....	3,000	33,000	Brick	1887-1895
Clay.....	S Pitcher, near Cass.....	100 ft. on Pitcher x 190 deep.....	10,000	25,250	Brick	1873-1888
Clinton.....	S Clinton, near Rivard.....	150 ft. on Clinton x 105.25 deep.....	5,840	18,000	Brick	1870-1876
Columbian.....	S E McKinley and Merrick....	180.27 ft. on McKinley x 142.79 on Merrick	3,200	32,000	Brick	1892
Craft.....	N E Ash and Vinewood.....	156 ft. on Ash x 148.27 on Vinewood.....	3,550	43,000	Brick	1900
Custer.....	W Hammond, near Ranspach..	90 ft. on Hammond x 150 deep.....	1,000	3,000	Frame	1886
Dickinson.....	N W 12th and Calumet.....	153 ft. on 12th x 100 on Calumet.....	4,500	25,750	Brick	1889
Duffield.....	S Clinton, near Chene.....	158 ft. on Clinton x 200 deep, 150 on Mac'b	15,500	56,350	Brick	1866-1892
Estabrook.....	N E 18th and McGraw.....	187.74 ft. on 18th x 186.70 on McGraw....	5,700	29,500	Brick	1896
Everett.....	S Fort, near Rivard.....	100 ft. on Fort x 138.33 deep.....	6,000	25,000	Brick	1869-1873
Fairbanks.....	S E Seward and Hamilton B..	193 ft. on Seward x 175 on Hamilton.....	4,590	30,400	Brick	1894
Farrand.....	S W Harper and John R.....	96.84 ft. on Harper x 160.40 on John R....	5,700	35,360	Brick	1883-1897
Ferry.....	N E Ferry and Campau.....	222.40 ft. on Ferry x 150 on Campau.....	5,000	28,000	Brick	'86-'89-'94
Field.....	N W Field and Agnes.....	150 ft. on Field x 180 on Agnes.....	7,500	34,300	Brick	1887-1894
Finnane.....	S Fort, near McDougall.....	79 ft. on Fort x 138.33 deep.....	3,950	12,000	Frame	1882

# School Buildings, Locations, Dimensions, Value of Site, Etc.—Continued.

NAME OF SCHOOL	LOCATION	DIMENSIONS	Value of Site	Cost of Bldg.	Material	Date of Erection
Franklin.....	W 7th, N Locust, S Pine.....	248 ft. on 7th x 120 deep.....	\$10,700	\$53,875	Brick	1899
Garfield.....	N E Rivard and Frederick....	145.09 ft. on Rivard x 180 on Frederick..	6,300	22,100	Brick	1898
Gillies.....	E Junction and Lafayette....	204.6 ft. on Junction x 136.59 on Lafayette.	5,150	45,000	Brick	1900
Gratiot.....	N W Gratiot and Harper.....	207.50 ft. on Gratiot x 165 deep.....	1,500	1,500	Brick	1868
Hancock.....	N E Hancock and 14th.....	145 ft. on Hancock x 200 on 14th.....	7,500	30,000	Brick	1887-1891
Harris.....	S E Pulford and Ellery.....	220 ft. on Pulford x 108 deep.....	5,940	41,700	Brick	1896
Hibbard.....	W Hibbard, near Jefferson ..	130 ft. on Hibbard x 130 deep.....	2,800	2,500	Frame	1886
Hickey.....	S E 30th and Herbert.....	160 ft. on 30th x 156.85 on Herbert.....	1,600	4,000	Frame	'73-'88-'97
High, Central....	W Cass, N Hancock, S Warren.	357.88 ft. on Cass x 569.80 on Warren....	130,350	446,750	Brick	1896
High, Eastern....	{ E Boulevard, S Mack, W Field, N Preston..... }	375.55 ft. on Boulevard. 355 deep.....	25,000	221,000	Brick	1900
High, Western....	E Scotten, near Baker.....	182 ft. on Scotten x 368 deep, 186 e. end..	8,000	131,000	Brick	1898-1899
Houghton.....	S W Abbott and 6th.....	125 ft. on Abbott x 130 on 6th.....	7,500	20,000	Brick	'51-'72-'94
Hubbard.....	E 25th, near Baker.....	180 ft. on 25th x 162.25 deep.....	5,000	22,000	Brick	1887-1895
Irving.....	N Willis, near Woodward.....	150 ft. on Willis x 151.10 deep.....	18,750	35,000	Brick	1882
Jackson.....	N Fort, near Chene.....	150 ft. on Fort x 138 deep.....	15,000	18,000	Brick	1891
Jefferson.....	N E Selden and Greenwood ..	173 ft. on Selden x 203 on Greenwood....	9,200	60,000	Brick	1871-1892
Johnston.....	S Waterloo, near Dubois.....	84 ft. on Waterloo x 105.25 deep.....	3,000	21,250	Brick	1884-1896
Lincoln.....	N W Brady and Antoine.....	220 ft. on Brady x 95 deep.....	7,250	24,000	Brick	1885
Lyster.....	E Livernois, near Michigan...	136.62 ft. on Livernois x 145 deep.....	1,650	22,400	Brick	1896
McGraw.....	N E Ivy and 23d.....	247.83 ft. on Ivy x 132.78 on 23d.....	4,900	45,000	Brick	1899
McKinstry.....	S W McKinstry and McMillan	150 ft. on McKinstry x 140 on McMillan..	3,000	12,000	Frame	1886-1889
Newberry.....	W 29th, near Jackson.....	210 ft. on 29th x 147.03 deep.....	4,000	30,200	Brick	1887-1889
Nichols.....	S Elm, near 7th.....	167 s. Elm x 106.90 w. end x 53.83 e. end..	7,710	10,000	Frame	1868-1883
Norvell.....	N Arndt, near McDougall.....	120 ft. on Arndt x 230.50 deep.....	5,760	50,700	Brick	1879-1894
Oakland Site....	N E Holbrook and Oakland...	48.68 ft. on Holbrook x 66 on Oakland...	1,000	.....	.....	.....
Office Bldg.....	E Miami, near Wilcox.....	86.30 ft. on Miami x 100 deep.....	29,330	26,400	Brick	1889-1896
*Owen.....	N W Myrtle and 13th.....	210 ft. on Myrtle x 114 on 13th.....	6,300	32,400	Brick	1879-1901

# School Buildings, Location, Dimensions, Value of Site, Etc.—Continued.

NAME OF SCHOOL	LOCATION	DIMENSIONS	Value of Site	Cost of Bldg.	Material	Date of Erection
*Palmer.....	N Horton, near Antoine.....	210 ft. on Horton x 125 deep.....	\$8,500	\$35,000	Brick	1890
Parke .....	{ S Milwaukee, W Boulevard, } E Michell .....	218.4 ft. on Milwaukee x 147.15 deep.....	5,500	46,000	Brick	1900
Pitcher.....	W Lawton, near Butternut.....	110 ft. on Sullivan x 194 deep.....	4,000	30,000	Brick	1871
Poe .....	S Lyssander, near 6th.....	100 ft. on Lyssander x 122.50 deep.....	4,080	22,850	Brick	1896
Potter .....	W Tillman, near Myrtle.....	150 ft. on Tillman x 147 deep.....	3,000	18,000	Brick	1889
Preston.....	W 17th, near Howard.....	150 ft. on 17th x 103 deep.....	7,600	22,750	Brick	1894
Roberts .....	N Adelaide, near Beaubien.....	{ 100 ft. on Adelaide x 91.47 deep..... } { 26.8-12 ft. on Adelaide x 93 deep..... }	5,000	25,000	Brick	1890
Rose.....	W Van Dyke, N Fry, S Palmer.	216 ft. on Van Dyke x 151.47 deep.....	6,000	33,300	Brick	1897-1899
Russell.....	S E Russell and Elliot.....	200 ft. on Russell.....	Leased	53,350	Brick	1887-1900
Scripps.....	W Belvidere, near Kercheval..	{ 214.72 ft. on Belvidere x 243.71 deep, } 184.72 on Holcomb.....	7,200	33,600	Brick	1898
Tappan.....	N W 13th and Marantette.....	250 ft. on 13th x 130 on Marantette.....	7,600	30,000	Brick	1868-1886
Tilden.....	N W Kirby and Brooklyn.....	146.82 ft. on Kirby x 210 on Brooklyn....	5,180	43,425	Brick	1887-1897
Trowbridge.....	N Forest, near Hastings.....	190.48 ft. on Forest x 169.95 deep.....	11,400	30,000	Brick	1889
Van Dyke.....	W Van Dyke, near Kercheval..	226.50 ft. on Van Dyke x 165 deep.....	5,630	30,450	Brick	1894
Wash'n Normal...	W Beaubien, near Beacon.....	100 ft. on Beaubien x 218 deep.....	8,780	46,000	Brick	1871-1894
Webster .....	E 21st, near Howard.....	240 ft. on 21st x 130 deep.....	6,000	45,100	Brick	1874-1885
Wilkins.....	S Porter, near 2nd.....	100 ft. on Porter x 130 deep.....	7,200	25,000	Brick	1870-1873
Williams .....	N Canfield, near Mt. Elliott...	186.97 ft. on Canfield x 181.9 deep.....	4,900	34,150	Brick	1890

Whole number of School Houses, 70; Brick, 64; Frame, 6.

Office Building, Brick, 1.

Total value of School Sites, \$650,870. Total Cost of School Buildings, \$2,858,645.

\*Additions being erected.

# JANITORS' DIRECTORY.

JANITORS.									
NAME OF SCHOOL	Ward.	No. Stories	No. Rooms	Seating Capacity	HOW HEATED.	NAME.	RESIDENCE.	Winter Salary	Summer Salary
Alger.....	1	2	12	511	Steam Fans.....	Frank Yarrington..	764 Oakland ave.....	\$ 90 00	\$ 60 00
Amos.....	16	2	12	580	Steam Fans.....	Wm. A. Pierce.....	516 Dragoon ave...	90 00	60 00
Bagley.....	10	2	6	306	Smead Furnaces.....	Mrs. H. Crowley...	654 Butternut st...	40 00	40 00
Barstow.....	7	2	12	529	Smead Furnaces.....	Fred. Knodel.....	437 Sixteenth st....	60 00	60 00
Bellevue.....	16	2	10	534	Smead Furnaces.....	Thomas Archer....	152 Campbell ave..	55 00	55 00
Bellevue.....	15	2	8	371	Smead Fans.....	Alexander Hayes..	320 Concord ave....	80 00	60 00
Berry.....	15	2	12	619	Smead Furnaces.....	Fred. C. Pohl.....	135 St. Paul ave....	60 00	60 00
Bishop.....	5	3	24	1,141	Steam Fans.....	John Miller.....	160 Alfred st.....	120 00	60 00
Brownson.....	11	2	8	391	Smead & Acme Fur...	Mrs. C. Tobin.....	379 Maple st.....	45 00	45 00
Campau.....	11	2	15	644	Steam Fans.....	Jacob Schehr.....	370 Grandy ave....	97 50	60 00
Campbell.....	9	2	12	599	Steam Fans.....	John Grabowski...	218 St. Joseph st...	90 00	60 00
Cass.....	4	3	22	992	Steam Fans.....	T. W. Van Sickle...	369 Fifth st.....	125 00	60 00
Chaney.....	12	2	12	606	Smead & Ind'polis F.	Albert Coutts.....	327 Linden st.....	60 00	60 00
Clay.....	2	2	8	402	Smead Furnaces.....	Thos. Meley.....	611 Sixth st.....	45 00	45 00
Clinton.....	5	2	8	402	Steam Fans.....	Allan McAndrew..	340 McClellan ave..	80 00	60 00
Columbian.....	14	2	12	592	Smead Furnaces.....	Chas. F. Jones.....	23d st., near Huds'n	60 00	60 00
Craft.....	14	2	14	687	Steam Fans.....	M. V. B. Lake.....	300 Toledo ave....	95 00	60 00
Custer.....	16	2	2	90	Thatcher Furnaces..	Mrs. M. Crimmins.	364 Livernois ave...	20 00	20 00
Dickinson.....	8	2	8	342	Smead Furnaces.....	Wm. J. Ahern.....	730 Twelfth st.....	45 00	45 00
Duffield.....	11	3	18	849	Steam Fans.....	Adam M. Gries.....	626 Clinton ave....	105 00	60 00
Estabrook.....	10	2	12	608	Steam Fans.....	Thos. M. Bannister.	46 Hooker ave.....	90 00	60 00
Everett.....	5	3	12	543	Smead Furnaces.....	Adolph P. Neef...	194 Rivard st.....	60 00	60 00
Fairbanks.....	4	2	12	553	Fuller Furnaces.....	Chas. Cable.....	297 Parkman ave..	60 00	60 00
Farrand.....	1	2	12	540	Steam Fans.....	Wm. T. Smith.....	93 Nineteenth st...	90 00	60 00

Ferry.....	11	2	12	576	Smead and Acme....	Wm. Marschner....	551 Grandy ave. ....	\$ 6 00	\$ 60 00
Field.....	15	2	12	606	Smead and Peck....	John Kehl.....	282 Sheridan ave....	60 00	60 00
Finnane.....	11	2	6	312	Steam Fans.....	Philip Hellwig....	445 Elmwood ave....	75 00	60 00
Franklin.....	6	2	14	736	Steam Fans.....	John A. Ross. ....	64 Charles st.....	95 00	60 00
Garfield.....	5	2	8	376	Steam Fans.....	George Warren....	1057 Russell st.....	80 00	60 00
Gillies.....	16	2	16	687	Steam Fans.....	Wm. Hayball, Jr..	1187 Military ave....	95 00	60 00
Gratiot.....	15	1	1	42	Stoves.....	Nelson Jackson....	2060 Harper ave....	15 00	15 00
Hancock.....	10	2	12	585	Smead Furnaces....	W. J. Wood.....	898 Sixteenth st....	60 00	60 00
Harris.....	13	2	15	451	Steam Fans.....	Fred. Harvey.....	797 Wabash ave....	97 50	60 00
Hibbard.....	15	2	4	80	Stoves.....	Mrs. John S. Ranney	255 Hibbard ave....	40 00	40 00
Hickey.....	16	2	4	136	Thatcher Furnaces..	Percy Morrell.....	898 Military ave....	30 00	30 00
High, Central.	2	3	.....	1,524	Steam Fans.....	Jacob Kopp.....	400 Mullett st.....	75 00	75 00
High, East'n.	15	3	.....	524	Steam Fans.....	Lawr'ce Horrigan.	1493 Russell st.....	60 00	60 00
High, Western.	14	3	.....	600	Steam Fans.....	Ed. C. Ernewein....	128 Christancy st....	60 00	60 00
Houghton.....	6	3	12	528	Steam Fans.....	Henry Quinn.....	146 Eighth st.....	90 00	60 00
Hubbard.....	12	2	.....	412	Smead and Peck....	Mrs. M. E. Quelch.	373 Twenty-fifth st	45 00	45 00
Irving.....	2	2	12	551	Steam Fans.....	Wm. A. Lindsay...	983 Twelfth st.....	90 00	60 00
Jackson.....	11	2	8	392	Smead Furnaces....	Edward Conley....	150 Chene st.....	45 00	45 00
Jefferson.....	4	3	18	830	Steam Fans.....	Jesse Layton.....	256 Alexandrine w.	105 00	60 00
Johnston.....	9	2	8	382	Steam Fans.....	Patrick Broderick.	371 Brewster st.....	80 00	60 00
Lincoln.....	3	2	8	421	Steam Fans.....	Jos. Limberger....	714 Beaubien st....	80 00	60 00
Lyster.....	16	2	8	400	Steam Fans.....	W. F. White.....	491 Anthon st.....	80 00	60 00
McGraw.....	12	2	12	495	Steam Fans.....	Ant. Huettmann...	469 Twenty-third...	90 00	60 00
McKinstry....	6	2	8	424	Smead Furnaces....	Wm. Weber.....	691 McKinstry ave..	45 00	45 00
Newberry....	16	2	12	598	Smead Furnaces....	Norman E. Morrell.	898 Military ave....	60 00	60 00
Nichols.....	6	2	6	291	Smead Furnaces....	Benj. F. Dibble....	1118 Trumbull ave..	45 00	45 00
Norvell.....	11	2	22	1,040	Steam Fans.....	Chas A. Korff.....	336 Arndt st.....	115 00	60 00
Office Bldg...	1	2	.....	.....	Steam Furnaces....	A. M. McCloskey...	72 Columbia st. w..	75 00	75 00
+Owen.....	8	2	14	635	Steam Fans.....	Malcolm Henry....	610 Wabash ave....	95 00	60 00
+Palmer.....	3	2	16	680	Smead Furnaces....	Chas. E. Fox.....	158 Mullett st.....	85 00	60 00
Parke.....	11	3	15	638	Steam Fans.....	David King.....	863 Mitchell ave...	97 50	60 00
Pitcher.....	12	3	12	541	Steam Fans.....	Jas. Flanigan.....	93 Maybury ave....	90 00	60 00

# JANITORS' DIRECTORY—Continued.

NAME OF SCHOOL.	Ward.	No. Stories	No. Rooms	Seating Capacity	HOW SEATED	JANITORS.			
						NAME.	RESIDENCE	Winter Salary	Summer Salary
Poe .....	6	2	2	384	Steam Fans....	Jas. McGraw.....	736 Sixth st.....	\$ 80 00	\$ 60 00
Potter .....	12	2	6	309	Smead Furnaces....	F. A. Marshall....	505 Baker st.....	40 00	40 00
Preston.....	10	2	2	392	Acme Furnaces....	W. H. Lichtenberg	120 Seventeenth st	45 00	45 00
Roberts.....	3	2	2	392	Smead Furnaces....	Frederick R. Rose.	1587 Russell st....	45 00	45 00
Rose.....	15	2	12	570	Steam Fans .....	Hermann Schultz.	1282 Van Dyke ave	90 00	60 00
Russell .....	7	2	16	662	Steam Fans .....	Dominick Barle....	27 Scott st.....	100 00	60 00
Scripps .....	17	2	12	574	Steam Fans .....	S. S. Ackles.....	302 Crane ave.....	90 00	60 00
Tappan.....	2	3	16	770	Steam Fans .....	Joseph Collins....	867 Fort st. w....	100 00	60 00
Tilden.....	6	2	18	858	Steam Fans .....	Wm. Maplebeck..	495 Lincoln ave....	105 00	60 00
Tilden Annex.	6	2	1	80	Stoves .....	Mrs. M. Kennedy..	1021 Trumbull ave	30 00	30 00
Trowbridge....	3	2	12	598	Smead Furnaces....	John A. Staples....	243 E. Forest ave .	60 00	60 00
Ungrad'd No.1	5	2	4	56	Stoves .....	Carlos R. Doyle....	20 Caroline st....	45 00	45 00
Van Dyke.....	15	2	12	594	Steam Fans .....	Charles L. Bayliss.	481 Van Dyke ave.	99 00	60 00
Washington N.	1	3	24	793	Smead and Fuller....	Alex. Hay .....	1328 Hastings st....	110 00	60 00
Webster.....	12	2	19	905	Steam Fans .....	Thos. Partlan.....	126 Twentieth st ..	107 50	60 00
Wilkins.....	4	3	12	499	Smead Furnaces....	Ephraim L. Pardee	72 Jones st.....	60 00	60 00
Williams.....	13	2	12	652	Smead Furnaces....	Wm. Rohloff.....	317 McDougall ave.	60 00	60 00

Total number school rooms, 786. Total seating capacity, 39,012. †Additions being erected.

*High 5 chords*

*25-26-27-28-29-30-31*

*See Brown*

*See*

*See*

*See*



## *...Financial...*

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### Consolidated Statement of funds for Fiscal Year Ending June 30, 1901.

#### RECEIPTS.

Balance July 1, 1900,		
Maintenance and S. C.		
funds.) . . . . .	.\$	2,588 40
City taxes, 1900. . . . .		813,270 61
Sale of bonds. . . . .		250,000 00
Loan . . . . .		15,000 00
Primary school money. . .		163,846 70
Interest on daily bal-		
ances. . . . .		9,260 83
State Funds for Deaf		
Classes . . . . .		1,611 87
Tuition fees (non-resident		
pupils.) . . . . .		1,215 43
Sale of Oakland school		
building . . . . .		75 00
Sale of building material		
(Brush street site). . . .		65 00
Sale of text books. . . . .		81 82
Sale of old material. . . . .		870 90
Fines in schools. . . . .		133 87
Refunds and checks cov-		
ered back. . . . .		510 84
Miscellaneous sources. . .		282 91
Total . . . . .		<hr/> \$1,258,814 18



## ...Financial...

Consolidated Statement of Funds for Fiscal Year  
Ending June 30, 1901.

### DISBURSEMENTS.

Real estate .....	\$ 35,650 00
New buildings and permanent improvements.	339,801 45
Furniture, new buildings.	5,781 33
Furniture, old buildings..	2,506 64
Repairs to buildings, material .....	15,218 52
Repairs to buildings, labor. ....	17,724 03
Fuel .....	34,447 92
Water rates, lights and motor service.....	3,779 99
Janitors' and engineers' supplies .....	2,731 95
Manual training equipment and supplies.....	3,522 30
Deaf and Dumb equipment and supplies.....	191 20
Text books.....	19,134 40
School supplies, apparatus, etc. ....	18,035 71
Rent of workshop, ungraded school and school annexes .....	2,730 83
Insurance .....	438 25
Census enumeration and books. ....	2,412 48
Office expenses .....	2,284 68
Officers' and clerks' salaries .....	16,313 76
Teachers salaries .....	654,840 72
Janitors' salaries .....	67,373 80
Miscellaneous expenditures .....	6,905 65
Balance, June 30, 1901. (Building, Maintenance Book of Reference and Secretary's Contingent Funds .....	6,988 57

\$1,258,814 18

## Text Books in Use in the Primary and Grammar Grades.

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In accordance with the provisions of an Act of the Legislature; approved June 8, 1891, free text books were first provided for the primary and grammar grades in September, 1892.

Pupils desiring to do so may purchase their books from the Secretary of the Board.

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### FOR PUPILS' USE.

Name of Book.	Classes Used In.
McGrath's Problems.....	B 2d to A 3d, inclusive
Robinson's Beginners' Arith....	A 3d to A 4th, inclusive
Sheldon's Elementary Arith....	A 3d to A 4th, inclusive
Sheldon's Graded Examples....	A 6th to A 8th, inclusive
Stoddard's Intellectual Arithmetic.....	.....B 5th to A 8th, inclusive
Walsh Primary Arith.....	B 3d to A 4th, inclusive
Walsh Arithmetic, part 1.....	B and A 5th, inclusive
Walsh Arithmetic, complete..	B 6th to A 8th, inclusive
Wentworth's and Hill's Examples, No. 1.....	.....B 6th to A 8th, inclusive
Werner Arith, Book 1.....	B 2d to A 4th, inclusive
Reed's Word Lessons.....	B 5th to A 8th, inclusive
Civics for Young Americans.....	A 8th
Dole's American Citizen.....	B and A 8th
Natural Music Reader Primer.....	3d grade
Natural Music Reader Primer, No. 1.....	4th grade
Natural Music Reader Primer, No. 2.....	5th grade
Natural Music Reader Primer, No. 3.....	6th grade
Natural Music Reader, No. 4.....	7th grade
Natural Music Reader, No. 5.....	8th grade
Loomis Music Reader, No. 5.....	8th grade
Kellogg's Physiology.....	B 1th
Two Book Course in English.....	4th to 8th, inclusive
Morrill's Federal and State Government....	7th and 8th
Natural Elementary Geography.....	.....B 4th to A 6th, inclusive

Name of Book.	Classes Used In.
Natural Advanced Geography	B 7th and Supplemental
Carpenter's North America.....	A 4th and B 5th
Around the World Geographical Reader, Book 1. 2nd	
Around the World Geographical Reader, Book 2. 3rd.	
Carpenter's Asia.....	B 6th
The World and Its People, Nos. 1-2.....	
The World and Its People, Nos 3-4.....	
The World and Its People, Nos. 5-6-7.....	
Abernathy's Franklin's Autobiography.....	B 6th
Eggleston's First History.....	A 5th
Eggleston's Large History.....	A 7th
Fisk's History.....	B and A 8th
Foster's Life of Lincoln.....	A 6th
Gordy's History.....	B and A 8th
Great Americans.....	A 3d
Mowry's History.....	B 7th to A 8th, inclusive
Stories of American History.....	A 4th
Thompkin's Life of Franklin.....	A 6th
Baldwin's Reader, No. 1.....	B 1st to B 2d, inclusive
Baldwin's Reader, No. 2.....	A 2d and B 3d
Baldwin's Reader, No. 3.....	A 3d and B 4th
Baldwin's Reader, No. 4.....	A 4th
Baldwin's Reader, No. 5.....	A 5th
Baldwin's Reader, No. 6.....	B 7th
Century Reader No. 1.....	B 1st to B 2d, inclusive
Century Reader, No. 2.....	A 2d
Harper's Reader, No. 1.....	B 1st to B 2d, inclusive
Harper's Reader, No. 2.....	A 2d to B 3d, inclusive
Harper's Reader, No. 3.....	A 3d to B 4th, inclusive
Graded Literature R., No. 1.....	B 2d
Graded Literature R., No 2.....	B 3d
Graded Literature R., No. 3.....	A 4th
Progressive Readers, No. 1.....	A 1st
Progressive Readers, No. 2.....	A 2d
Progressive Readers, No. 3.....	A 3d
Stepping Stones to Literature, No. 1.....	
.....	B 1st to B 2d, inclusive
Stepping Stones to Literature, No. 2.....	A 2d
Stepping Stones to Literature, No. 3.....	A 3d
Stepping Stones to Literature, No. 4.....	B 5th
Stepping Stones to Literature, No. 5.....	
.....	A and B 7th and A and B 8th
As You Like It.....	B and A 8th
Cats and Dogs.....	A 3d
Christmas Carol.....	A 7th
Ways of Wood Folk.....	

Name of Book.	Classes Used In.
Lobo, Rag and Vixen.....	
City of the Seven Hills.....	B 6th
Evangeline .....	B 8th
Fables and Folk Stories.....	A 3d
Familiar Animals.....	B 5th
Grandmother's Story of Bunker Hill.....	A 7th
Greek Gods, Heroes and Men.....	B 5th
Hiawatha .....	B 6th
Julius Caesar.....	A 8th
Living Creatures.....	B 6th
Merchant of Venice .....	A 8th
Miles Standish .....	A 6th
Seaside and Wayside, No. 1.....	B and A 2d
Seaside and Wayside, No. 2.....	B and A 3d
Seaside and Wayside, No. 3.....	B and A 4th
Sella Thenatopsis.....	A 7th
September to June .....	A 1st and B 2d
Seven Sisters .....	B 4th
Sketch Book .....	B 8th
Snow Bound .....	B 7th
Tales of Shakespeare.....	A 7th to A 8th, inclusive
Tanglewood Tales .....	A 5th
Ten Boys .....	A 4th
Water Babies .....	B 5th
Wonder Book .....	B 5th
Maynard's Vertical Penmanship (Standard Series) Books 1 to 6, inclusive.....	
.....	A 3d to A 5th, inclusive
Business and Social Forms, Books 1 and 2.....	
.....	B and A 6th
Prang's Elementary Course in Art Instruction, Books 1 to 8, inclusive...A 3d to A 8th, inclusive	

#### FOR TEACHERS' TABLES.

Name of Book.	Grade Used In.
First Steps in Numbers.....	1st, 2d, 3d grades
Speer's Lessons in Form.....	
Melklejohn's English Language.....	
Powell's How to See.....	2d, 3d, 4th, 5th grades
Powell's How to Talk.....	2d, 3d, 4th, 5th grades
Powell's How to Write.....	2d, 3d, 4th, 5th grades
Teaching the Language Arts.....	
Man Wonderful.....	1st, 2d, 3d, 4th grades
Child and Nature .....	3d, 4th, 5th, 6th, 7th grades
Frye's Primary Geography.....	4th grade

Name of Book.	Classes Used In.
Geikie's Physical Geography.....	3rd grade
Guyot's Physical Geography....	4th, 5th, 6th, 7th grades
King's Methods and Aids in Geography.....	
Parker's How to Study Geography.....	
.....	4th, 5th, 6th, 7th grades
Potter's Geography (teachers' edition).....	
.....	4th, 5th, 6th, 7th grades
Tarr's Physical Geography.....	
Topics in Geography .....	4th, 5th, 6th, 7th grades
How to Teach History.....	
Leaves and Flowers.....	1st, 2d, 3d grades
Nature Study .....	1st, 2d, 3d grades
Newell's Botanies, parts 1 and 2.....	1st, 2d, 3d grades
Parker's Pedagogics.....	1st, 2d, 3d, 4th grades
Eugene Field Book.....	
Finger Plays (music).....	1st grade
In Sunshine Land .....	
Kindergarten Stories .....	1st grade
The Child's World.....	
Prang's Complete Course (drawing).....	
.....	Nos. 1 to 8, inclusive
Holmes' Poems .....	
Longfellow's Poems .....	
Lowell's Poems .....	
Whittier's Poems .....	
Physical Nature of the Child .....	
Educational Aims .....	
Historical Pilgrimages .....	
School Sanitation and Decoration.....	
The Old Northwest.....	
Whitney's Essentials .....	
Townsend's Government .....	
Story of the Sun, Moon and Stars.....	
Songs in Season .....	
A Child's Garden of Verse .....	
Little Knights and Ladies .....	
Poems of Frank D. Sherman .....	
Hart's Composition and Rhetoric.....	
Meiklejohn's The Art of Writing English.....	

## Schedule of Annual Salaries of Teachers.

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### HIGH SCHOOLS.

Principals, grade principals and teachers at the head of special departments, as agreed upon.

Other assistants in the High School—

First year's service to inexperienced teachers in High School Work.....	\$ 700
Second year's service.....	750
Third year's service.....	800
Fourth year's service.....	850
Fifth year's service.....	900
Sixth year's service.....	950
Seventh year's service and thereafter.....	1,000

### PRIMARY AND GRAMMAR SCHOOLS.

For first year of service in the Detroit public schools .....	\$ 350
For second year of service in the Detroit public schools .....	400
For third year of service in the Detroit public schools .....	450
For fourth year of service in the Detroit public schools .....	500
For fifth year of service in the Detroit public schools .....	550
For sixth year of service in the Detroit public schools .....	600
For seventh year of service in the Detroit public schools .....	650
For eighth year of service in the Detroit public schools .....	700
For ninth year of service in the Detroit public schools .....	725
First assistants in Grammar School buildings of ten or more rooms, per year.....	800
Teachers of half-day schools having more than seventy-four pupils in attendance, in addition to regular rates, per school month.....	5

## PRINCIPALS.

Principals of schools of six rooms or less, per year	850
Principals of schools of eight rooms, per year.....	900
Principals of schools of twelve rooms, per year....	1,300
Principals of schools of fourteen or fifteen rooms, per year.....	1,500
Principals of schools of sixteen rooms, per year....	1,600
Principals of schools of eighteen rooms or more, per year.....	1,800
Principal of Central High School, per year.....	3,000
Principals of Eastern and Western High Schools, per year.....	2,000

In case one or more rooms shall be unoccupied in any building of six or more rooms, \$2.50 shall be deducted from the monthly salary of the principal for each unoccupied room.

## NORMAL TRAINING SCHOOL.

Teachers in the Washington-Normal School receive \$15.00 per school month more than schedule of regular teachers to a maximum of \$85.00 per school month.

## KINDERGARTEN.

The compensation of the under graduate assistant shall be \$25 per school month.

The graduate assistant shall receive \$35 per school month for the first year's service, increasing thereafter at regular schedule rates until the maximum of \$50 is reached.

The directors of Kindergartens receive a maximum of \$72.50 a month for ten months.

## — DEAF SCHOOL.

The salaries of assistant teachers employed in the School for Deaf shall be subject to rules which fix the compensation of teachers in the district schools, with an addition of \$100.00 per annum for each assistant teacher. Teachers for special work paid according to special agreement.

## TEACHERS EMPLOYED AND SALARIES PAID.

For the fiscal year ending June 30, 1901.

Total number of male teachers employed.....	64
Total number of female teachers employed....	868
Total amount paid for teachers' salaries.....	\$654,840.72

## Directory of School Telephones.

### MICHIGAN LINE.

Alger .....	North 39
Amos .....	West 648
Barstow .....	Main 2385
Bellefontaine .....	West 17
Berry .....	East 406
Bishop .....	Main 3064
Campau .....	Main 3748
Campbell .....	Main 3447
Cass .....	Main 2052
Chaney .....	Grand 1939
Columbian .....	Grand 2006
Duffield .....	Main 4275
Estabrook .....	Grand 2251
Everett .....	Main 4744
Fairbanks .....	North 1391
Farrand .....	North 190
Ferry .....	North 1406
Field .....	East 403
Franklin .....	Main 3673
Gillies .....	West 641
Hancock .....	Grand 2271
Harris .....	Gratiot 68
High, Central .....	Grand 612
High, Eastern .....	Gratiot 111
High, Western .....	West 660
Houghton .....	Main 4754
Irving .....	Grand 1930
Jefferson .....	Grand 1914
Newberry .....	West 654
Norvell .....	Main 4456
Parke .....	North 1399
Pitcher .....	West 1017
Rose .....	Gratiot 54
Scripps .....	East 64
Tappan .....	West 381
Tilden .....	North 1408
Trowbridge .....	Main 2887
Ungraded .....	Main 1982
Van Dyke .....	East 407
Washington Normal .....	Main 3738
Webster .....	West 1058
Wilkins .....	Main 608
Williams .....	Main 804



## Teachers' Directory of the Detroit Public Schools.

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### ALGER SCHOOL.

Mott, near Woodward.

Michigan Tel. North 39.

Kindergarten, Primary and Grammar Grades.

Miss Ella Fitzgerald, Principal.

Miss Effie M. Bartlett, First Assistant.

Miss Fannie Chaffin.	Miss Genevieve Madden.
Miss Elizabeth W. Cunningham.	Miss Leah A. Spencer.
	Miss Sara Whitley.
Miss Janet E. Howell.	Miss May Williams.
Miss Mabel Levens.	

### AMOS SCHOOL.

Military and Regular.

Michigan Tel. West 648.

Primary and Grammar Grades.

Mr. James M. Mandeville, Principal.

Miss Katherine Hardie, First Assistant.

Mrs. Christiana C. Atkin-son.	Miss Mabel M. Maitland.
	Miss Mary Mythen.
Miss Kittie Bendelow.	Miss Alice M. Scriven.
Miss Lavina Bettys.	Miss Anna R. Sutherland.
Miss Edith M. Brown.	Miss May Thompson.
Miss Lizzie B. Efforts.	Miss Caroline Trix.
Miss Grace Jennings.	

### BAGLEY SCHOOL.

Fourteenth and Pine.

Primary and Fifth Grades.

Miss Adella G. Richardson, Principal.

Miss Hattie M. Armstrong.	Miss Minnie C. Hardy.
Miss Louise C. Armstrong.	Miss M. Mabel Serrine.
Miss Maud M. Comiskey.	Miss Edna M. Welton.

## BARSTOW SCHOOL.

Larned, near Riopelle.

Michigan Tel. Main 2385.

Primary and Grammar Grades.

Miss H. Jane Cooper, Principal.

Miss Cora L. Peel, First Assistant.

Miss Sophia C. Bachmann.	Miss Alice Roblson.
Miss Mary S. Barber.	Miss Sarah H. Standish.
Miss Grace R. Chamberlin.	Miss Ida Turnbull.
Miss Bessie E. Day.	Miss Frances L. Warner.
Miss Katherine Eldred.	Miss Louise E. Willebrands.
Miss Agnes E. Forbes.	

## BELLEFONTAINE SCHOOL.

Morrell, near Fort.

Michigan Tel. West 71.

Kindergarten and Primary Grades.

Miss Millie Harris, Principal.

Miss Fannie S. Hardie.	Miss Elizabeth Sullivan.
Miss Winifred M. Purdy.	Miss Carrie E. Williams.
Miss Winifred O. Raymond.	

## BELLEVUE SCHOOL.

Bellevue, near Champlain.

Primary and Fifth Grades.

Miss Janet O. Mitchell, Principal.

Miss Minnie Dwillard.	Miss Emma J. Werner.
Miss Margaret L. Mahoney.	Miss Pearl B. Wigle.
Miss Lucia B. Newton.	Miss Emily L. Wilkinson.
Mrs. Kate S. Wakely.	

## BERRY SCHOOL.

Concord and Charlevoix.

Michigan Tel. East 406.

Primary and Grammar Grades.

Miss Margaret A. Holmes, Principal.

Miss Emma Williams, First Assistant.

Miss Carrie Beedzler.	Miss Mary F. Lodge.
Miss May Hemenway.	Miss Laura E. McHarg.
Miss Jeanette A. Hume.	Miss Christina Mathleson.
Miss Ida T. Gaul.	Miss May E. Northrup.
Miss Emma Huston.	Mr. John E. Redden.
Miss Margaret King.	Miss Gertrude L. Wessel-
Miss Ellen P. Lodge.	hoff.

## BISHOP SCHOOL.

Winder near Rivard.

Michigan Tel. Main 3064.

Primary and Grammar Grades.

Mr. Chas. F. Daniells, Principal.

Miss Helen Young, First Assistant.

Miss Clara Bahen.	Miss Mary O. Hyde.
Miss Carrie Bockheim.	Miss Alma Knapp.
Miss Frances Bockheim.	Miss Alice H. Lang.
Miss Emma K. Botsford.	Miss Alice H. McAdam.
Miss Helene H. Breitenbach.	Mr. John Miller.
	Miss Florence G. Plass.
Miss Jennie A. Brennan.	Miss Lucy A. Richmond.
Miss Marie E. Carr.	Miss Katherine L. Sullivan.
Miss Florence Chambers.	Miss Maria Trueman.
Miss Helena M. Craddock.	Miss Caroline Welz.
Miss Joan Dees.	Miss Carrie L. Wilcox.
Miss Emma Eby.	

## BROWNSON SCHOOL.

Maple, near Chene.

Primary and Fifth Grades.

Miss Frances Yeager, Principal.

Miss Mary L. Evans.	Miss Claudia M. Parker.
Miss Frances S. Kief.	Miss Edith M. Perry.
Miss Elizabeth E. McCabe.	Miss Martha A. Schneider.
Miss Katherine B. Merritt.	Miss Margaret S. Wilson.

## CAMPAU SCHOOL.

Forest and Campau.

Michigan Tel. Main 3748.

Kindergarten, Primary and Grammar Grades, and  
Manual Training Center.

Mr. Donald C. Gordon, Principal.

Miss Bertha E. Arms.	Miss Annie G. Furlong.
Miss Mabel B. C. Ashwell.	Miss Edith Harris.
Miss Orpha E. Bilton.	Miss Lavina M. Lake.
Miss Deborah R. Bristow.	Miss Catherine McCarthy.
Miss Minion Burgwin.	Miss Janet F. McKaig.
Miss Jennie B. Burt.	Miss Julia Robinson.
Mr. Bert C. Chandler.	Miss Stella D. Sanford.
Miss Grace E. Engle.	Miss Belle M. Watkins.
Miss Mabel F. Evans.	Miss Adelaide M. Wilson.

## CAMPBELL SCHOOL.

St. Aubin and Alexandrine.

Michigan Tel. Main 3447.

Primary and Grammar Grades.

Mr. Emmet E. Dohany, Principal.

Miss Antoinette Voelkel, First Assistant

Miss Marion L. Carey.	Miss May Murphy.
Miss Stella Cummins.	Miss Ida H. Perrucker.
Miss Elizabeth Greenstidel.	Miss Harriette I. Robson.
Mrs. Julia A. McCarthy.	Miss Cassie Ryan.
Miss Eliza McDonald.	Miss Matilda M. Treacey.
Miss Mina A. Mohrmann.	Miss Matie P. Walsh.

## CASS SCHOOL.

Grand River, High and Second.

Michigan Tel. Main 2052.

Kindergarten, Primary and Grammar Grades.

Mr. S. Emory Whitney, Principal.

Mr. Eugene C. Whitney, First Assistant.

Miss Jennie Bary.	Miss May Ketcham.
Miss Ruth Beedzler.	Miss Adele A. Le Maire.
Miss Bessie R. Bennett.	Miss Clare R. Lorenger.
Miss Elizabeth Bristow.	Miss Emma MacNeil.
Miss Helen M. Bruner.	Miss Margaret Mahoney.
Miss Frances J. Chambers.	Miss Martha Marsh.
Miss M. Eloise Corey.	Miss Margaret A. Nolan.
Miss Blanche M. Dewey.	Miss C. Jean Pennycook.
Miss Sara J. Ireton.	Miss Flora E. Wallace.
Miss Sarah E. Jones.	Miss Mary J. Wolfschlager.
Miss Ellen E. Joslin.	Miss Clara Young.
Mr. James E. Kelley.	

## CHANEY SCHOOL.

Lawton, near Linden.

Michigan Tel. Grand 1939.

Primary and Grammar Grades.

Miss Marion Law, Principal.

Miss Grace Staub, First Assistant.

Miss Maud A. Burrows.	Miss Margaret Patterson.
Miss Fannie K. Hughes.	Miss Anna E. Penman.
Miss Mary S. Kennedy.	Miss Florence I. Ryan.
Miss Anna M. Kneeland.	Miss Caroline Staub.
Miss Harriett McLean.	Miss Clara B. Stoddard.
Miss Ettie A. Muir.	Miss Nellie Sutton.
Miss Julia B. Newton.	

## CLAY SCHOOL.

Pitcher, near Cass.

Kindergarten, Primary and Fifth and Sixth Grades.

Miss Alice M. Pennycook, Principal.

Miss Ida Bary.	Miss Mary L. Long.
Miss Elizabeth C. Dewey.	Miss Belle McKerrall.
Miss Frances Louise Hart.	Miss Mary R. Oliver.
Miss Katherine Hughson.	Miss Blanche I. Rowley.
Miss Elizabeth A. Jewett.	

## CLINTON SCHOOL.

Clinton, near Rivard.

Primary Grades.

Miss Ada Beverley, Principal.

Miss Julia Carter.	Miss Kittie E. McCarthy.
Miss Blanche Charlesworth	Miss Rose McCarthy.
Miss Nellie L. Cornwall.	Miss Martha Redden.
Miss Mary C. Funke.	Miss Alice M. Wood.

## COLUMBIAN SCHOOL.

Merrick and McKinley.

Michigan Tel. Grand 2006.

Primary and Grammar Grades.

Miss Rachel McKinney, Principal.

Miss Madeline E. Holmes, First Assistant.

Miss Amelia P. Durst.	Miss Katharine McNamara.
Miss Ethel Maud Franklin.	Miss Helen C. Mead.
Miss Mabel Henderson.	Miss Mary M. Miller.
Miss Eleanor L. Klugh.	Miss Alice M. Moynes.
Miss Gertrude M. Leland.	Miss Ethel F. Rolls.
Miss Rose Lohrman.	Miss Edith M. Walker.

## CRAFT SCHOOL.

Vinewood and Ash.

Primary and Fifth and Sixth Grades.

Miss Elizabeth A. Lantz, Principal.

Miss Edna M. Bridges.	Miss Irene Sullivan.
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mann.	Miss Alice M. Marsh.
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Miss Ida D. Buchan.	Miss Kate M. Hutchings.
Miss Nora E. Command.	Miss Eleanor M. Monroe.
Miss Mae Cryderman.	Miss May E. Moran.
Miss Adell Davis.	Miss Susa Ryder.
Miss May E. Foster.	Miss Laura A. Watkins.

#### UNGRADED SCHOOL NO. 1.

Champlain, near Russell.

Michigan Tel. Main 1982.

Primary and Grammar Grades.

Mr. James A. Sinclair, Principal.

Mrs. Mary S. Mahony.	Miss Fannie V. Short.
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#### VAN DYKE SCHOOL.

Van Dyke and Kercheval.

Michigan Tel. East 407.

Primary and Grammar Grades.

Miss Elizabeth Courville, Principal.

Miss Margaret A. Brown, First Assistant.

Miss May Allen.	Miss Annie Galloway.
Miss Nellie E. Ayres.	Miss Florence E. Geer.
Miss Catherine Brown.	Miss Jennie Lannin.
Miss Martha Butler.	Miss Elizabeth Perkins.
Miss Alice B. Carter.	Miss Margaret Toomey.
Miss Eleanor A. Field.	Miss Marguerite Ulber.

## WASHINGTON NORMAL SCHOOL.

Beaubien, near Madison.

Michigan Tel. Main 3738.

Kindergarten, Primary and Grammar Grades.

Normal Training and Kindergarten Training Classes.

Mr. Chas. L. Spain, Principal Normal Training Dept.

Teachers Normal Training Department.

Miss Regenia R. Heller, Head of Department.

Miss Mabel C. Brown. Miss Grace E. Goodrich.

Miss Gertrude A. Gillmore.

## KINDERGARTEN DEPARTMENT.

Miss Clara W. Mingins, Director of Kindergartens and  
Principal of Kindergarten Training School.

Teachers Kindergarten Training Department.

Miss Emily H. Viets. Miss Julia Elwood Youngs.

Miss Ellen D. Wallace. Miss Margaret A. Gould.

Teachers, Washington Normal School.

Miss Susan Harper, First Assistant.

Miss Nettie Anderson. Miss F. Maud Orr.

Miss May C. Armstrong. Miss Lillian A. Plager.

Miss Frances Bannister. Miss Grace A. Robinson.

Miss Rose Barlow. Miss Mary A. Robinson.

Miss Mamie C. Brown. Miss Mathilde Weidemann.

Miss Nellie M. Clark. Miss Anna W. Wolverton.

Miss L. Estelle Kennedy. Miss Edith Yendall.

Miss Jean W. Logan.

## WEBSTER SCHOOL.

Twenty-first near Howard.

Michigan Tel. West 1058.

Primary and Grammar Grades.

Mr. Benj. F. Comfort, Principal.

Miss Emma Lamb, First Assistant.

Miss Mary E. Aylward. Miss Nana Oliver.

Miss Rose L. Bostwick. Miss Sarah J. Palmer.

Miss Minnie M. Cordon. Miss Fanny K. Prentiss.

Miss Sue Craddock. Miss Clara M. Roat.

Miss Henrietta Fitzgerald. Miss Sina Seitz.

Miss Christina Greenstidel. Miss Jennie F. Smith.

Miss Adda L. Jordan. Miss Anna M. Stapleton.

Miss Alice Nash. Miss Maud Sterling.

Miss Florence A. Nicholson. Miss Henrietta A. Walker.

Mrs. Mary A. O'Dea.

**WILKINS SCHOOL.  
AND SCHOOL FOR DEAF.**

Porter and Second,

Michigan Tel. Main 608.

Primary Grades.

Miss Roena Holbrook, Principal.

Miss Winifred F. Egan,	Miss Georgiana S. Taylor.
Miss Charlotte A. Moran,	Miss Monica Wren.
Miss Alberta M. Orleman.	Miss Fannie M. Wyles.

**SCHOOL FOR DEAF.**

Miss Elizabeth Van Adestine, Principal.

Miss Anna M. Akins.	Miss M. Lizzie Donohue.
Miss Dosia M. Dean.	Miss Ida M. Pennycook.
Miss May L. Guthrie.	

**WILLIAMS SCHOOL.**

Canfield, near Mt. Elliott.

Michigan Tel. Main 804.

Primary and Grammar Grades.

Mr. Hiram W. Miller, Principal.

Miss Grace Zachereder, First Assistant.

Miss Mary S. Cleary.	Miss Estelle Holmes.
Miss Harriet A. Corkins.	Miss Mary McAuliffe.
Miss Katharine Duane.	Miss Nellie G. Phillips.
Miss Mildred L. Fenton.	Miss Margaret G. Robert-
Mrs. Mary S. Fleming.	son.
Miss Eleanor S. Harvey.	Miss Julia C. Thieler.
Miss Fannie F. Hicks.	

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**SUPERVISORY TEACHERS.**

Miss Charlotte Carne.....	Supervisor Physical Culture.
Mr. Oliver G. Frederick.....	Supervisor Grades.
Miss Myra Jones.....	Supervisor Drawing.
Mr. Wm. F. Lyon.....	Supervisor Penmanship.
Mrs. Emma A. Thomas.....	Supervisor Music.
Mr. J. H. Trybom.....	Director Manual Training.



# Alphabetical List of Teachers of the Detroit Public Schools.

Names in Capitals indicate Supervisory Teachers and Principals of Schools.

## A.

Adams, Chas. F., C. High.....	34	Selden ave.
Adams, Etta L., W. High.....	29	Foundry st.
Akins, Anna M., School for Deaf.....	253	Putnam ave.
Albrecht, Emil George, E. High.....	32	Sibley st.
ALDRIDGE, ALBINA, Firnane.....	229	McDougall ave.
Alford, Caroline, Preston.....	217	Trumbull ave.
Allen, Cassie, Ferry.....	59	Selden ave.
Allen, May, Van Dyke.....	317	Meldrum ave.
Alley, Sadie M., W. High .....	356	Fort st. w.
Allmand, Alice, Field.....	473	Elmwood ave.
Alt, Mary A., Newberry.....	390	Magnolia st.
Altman, Blanche E., Lincoln.....	210	Palmer ave.
Anderson, Jennie, Everett.....	815	Fort st. e.
Anderson, Julia D., Trowbridge.....	34	Blaine ave.
Anderson, Mary, High.....	815	Fort st. e.
Anderson, Nettie, Washington N....	461	Trumbull ave.
Andre, Elonia, C. High.....	99	Prentis ave.
Andrew, Augusta M., Lyster.....	664	Sixth st.
Andrew, Sarah Ellen, C. High.....		New Madison.
Andrews, Frank E., E. High.....	917	Bellevue ave.
Andries, Ida K., Rose.....	272	St. Aubin ave.
Angell, Julia M., C. High.....	58	Hancock ave. e.
Anspach, Rose, McKinstry.....	272	Brush st.
Antisdel, Blanche Louise, Tilden.....	254	Forest ave. w.
Antisdel, Fanny L., Poe.....	254	Forest ave. w.
Arms, Bertha E., Campau.....	456	Trumbull ave.
Armstrong, Hattie M., Bagley.....	355	Lincoln ave.
Armstrong, Louise, Bagley.....	355	Lincoln ave.
Armstrong, Maude E., Tappan.....	519	Twelfth st.
Armstrong, May C., Washington N....	472	High st. w.
Ashwell, Mabel B. C., Campau....		Grand ave., cor. 2nd.
Atkinson, Christina C., Amos.....	598½	Baker st.
Atkinson, Grace D., Poe.....	288	Avery ave.
Austin, Elizabeth Jane, C. High.....	1012	Trumbull ave.

Austin, Helene, Nichols .....	75 Ledyard st.
Austin, Mary E., Nichols .....	75 Ledyard st.
Aylward, Elizabeth, Tappan .....	473 Lafayette ave.
Aylward, Frances K., Tappan .....	473 Lafayette ave.
Aylward, Mary E., Webster.....	473 Lafayette ave.
Ayres, Nellie E., Van Dyke.....	359 Field ave.

## B.

Bachmann, Ellenore C., Hancock.....	412 Putnam ave.
Bachmann, Sophie C., Barstow.....	412 Putnam ave.
Bagg, Mary L., Franklin.....	1074 Trumbull ave.
Bagley, Ruth G., W. High.....	251 Hubbard ave.
Bahen, Clara, Bishop.....	105 Greenwood ave.
Baker, Helen T., Tappan.....	17 Ledyard st.
Baker, Louise M., E. High.....	332 Boulevard e.
Balcke, Alphonse Friedrich, C. High....	22 Duffield st.
Baldwin, R. Mae, Harris.....	50 Elizabeth st. w.
Bammel, Grace Franauer, C. High.....	1183 Third ave.
Bancroft, Nellie E., W. High.....	645 Baker-st.
Bandemer, Selma L., Duffield.....	528 Catherine st.
Banks, M. Viola, Newberry.....	5 Fox st.
Bannister, Frances, Washington N..	The "Alhambra."
Barber, Mary S., Barstow.....	611 Cass ave.
Barcroft, Hattie J., Farrand....	122 Westminster ave.
Barlow, Rose, Washington N.....	225 Adams ave. e.
Barnes, Frances Mary, C. High...	Woodward Ave. Ter.
Barney, Bertha C., W. High.....	450 Vinewood ave.
Barney, Blanche K., W. High.....	450 Vinewood ave.
Barns, Estelle, Duffield.....	125 Bethune ave. e.
Barron, Mattie H., Gillies.....	359 High st. w.
Barry, Eleanor, Houghton.....	908 Lafayette ave.
Bartlett, Archie Ernest, C. High.....	1130 Third ave.
Bartlett, Effie M., Alger.....	109 Rosedale Court.
Bary, Ida, Clay .....	131 Greenwood ave.
Bary, Jennie, Cass.....	131 Greenwood ave.
BASSETT, JOHN E., Lincoln.....	193 Palmer ave.
Bateman, Grace N., Dickinson.....	1079 Fourth ave.
Bates, Angie, W. High.....	290 Twenty-fifth st.
Bates, Eva A., Jefferson.....	290 Twenty-fifth st.
Bates, Fred Orlando, C. High.....	77 Reed Place.
Beane, Ellen Maria, C. High.....	255 Lafayette ave.
Beard, Harriet E., E. High.....	1080 Fourth ave.
Beardslee, Mary L., Russell.....	106 Piquette ave.
Beavis, Carrie E., Estabrook.....	1281 Fourteenth ave.
Beavis, Helen M., Fairbanks.....	1281 Fourteenth ave.

BEAZELL, JAMES HARVEY, C. High.....	94 Horton ave.
Beedzler, Carrie, Berry.....	26 Bagg st.
Beedzler, Ruth, Cass.....	26 Bagg st.
Bendelow, Kittie, Amos.....	1502 Eighteenth st.
Bennett, Bessie R., Cass.....	38 Winder st.
Bennett, Edith, Garfield.....	50 Columbia st. w.
Bennett, Louise B., Pitcher.....	177 Bagg st.
Berger, Leah Z., Johnston.....	139 High st. e.
BERKAW, GEO. R., Harris.....	486 Dragoon ave.
Berry, Kate B., Lincoln.....	75 Milwaukee ave. w.
Bettys, Lavina, Amos .....	74 High st. w.
BEVERLEY, ADA, Clinton.....	215 Fourth st.
Beverley, Clara, C.High .....	215 Fourth st.
Bibbins, Emma H., Pitcher.....	56 Hastings st.
Bilton, Orpha E., Campau.....	1011 Wabash ave.
Bird, Alice J., Preston.....	109 National ave.
Bishop, Harriette Anna, C. High.....	74 Pitcher st.
Bishop, Mabel A., Norvell.....	975 Thirteenth st.
Bissinger, Gertrude M., Tappan.....	227 Twelfth st.
Blackwood, Margaret A., Tilden..	81 Milwaukee ave. w.
Blair, M. Isabelle, McKinstry.....	62 Hastings st.
Blennerhassett, Marietta, Tappan.....	104 Brainard st.
Bockheim, Carrie, Bishop.....	156 High st.e.
Bockheim, Frances, Bishop .....	156 High st. e.
Boden, Jennie M., Rose.....	110 Pingree ave.
Bolger, Kate K., Scripps.....	249 Greenwood ave.
Bolton, Ida M., Duffield.....	944 Mt. Elliott ave.
Bomka, Elizabeth, Newberry.....	88 Maybury ave.
Boston, Fannie E., Russell.....	295 Avery ave.
Bostwick, Rose L., Webster.....	55 Witherell st.
Botsford, Emma K., Bishop.....	120 Harmon ave.
Boulton, May C., Potter.....	166 Harrison ave.
Bourke, Winifred V., Norvell.....	406 Trumbull ave.
Bowles, Elizabeth E., Farrand.....	17 Montcalm st. e.
Bowles, Maude S., Russell.....	17 Montcalm st. e.
Boynton, Esther, C. High.....	47 Parsons st.
Bradford, Sarah M., Franklin.....	160 Perry st.
Brady, Alice F., Franklin.....	340 High st. w.
Brand, Maude E., Duffield.....	343 Frederick ave.
Branden, Gertrude, Hickey.....	565 Bagg st.
Breitenbach, Helene H., Bishop.....	99 Elizabeth st. e.
Brennan, Jennie A., Bishop.....	55 Howard st.
Brennan, Katherine, Scripps.....	556 Fifteenth st.
Bridges, Edna M., Craft.....	311 Twentieth st.
Briggs, Nelly Edith, Franklin.....	361 Cass ave.
Bristah, Etta C., Fairbanks.....	43 Myrtle st.

Bristow, Deborah R., Campau.....	59	Lincoln ave.
Bristow, Elizabeth, Cass .....	59	Lincoln ave.
Bromley, Lillian May, C. High.....	99	Prentiss ave.
Brown, Catherine, Van Dyke.....	49	Adelaide st.
Brown, Jeannie F., Field.....	248	Field ave.
Brown, Mabel C., Washington N....	1652	Jefferson ave.
Brown, Mamie C., Washington N....	163	Toledo ave.
Brown, Margaret A., Van Dyke.....	49	Brady st.
Brown, Mary M., Field.....	248	Field ave.
Brown, Edith M., Amos.....	892	Porter st.
Brown, Nellie M., Hancock .....	467	Trumbull ave.
Brown, Ruby E., Scripps.....	436	Cass ave.
Bruner, Helen M., Cass.....	167	Brainard st.
BRUSH, WM. AVERY, Parke.....	1563	Beaubien st.
Buchan, Ida D., Trowbridge.....	443	Grand River ave.
Buchan, Jennie W., McGraw.....	334	Meldrum ave.
Buchanan, Jessie I., Tilden.....	346	Warren ave. w.
Buchhalter, Ida A., Ferry .....	290	Montcalm st. e.
Buchhalter, Miriam, Owen.....	290	Montcalm st. e.
Buckly, Josephine, Houghton.....	206	Congress st. e.
Burgwin, Minion, Campau.....	177	Spruce st.
Burrows, Charles W., C. High.....	1080	Warren ave. w.
Burrows, Maude A., Chaney.....	1080	Warren ave. w.
Burt, Jennie B., Campau.....	501	Cass ave.
Butler, Martha, Van Dyke.....	154	Joy st.

## C.

Calahan, Nona L., Newberry.....	237	Howard st.
Cameron, Marion, Franklin.....	636	Second ave.
Campbell, Allan, C. High.....	58	Forest ave. e.
Campbell, Caroline Ella, C. High.....	38	Adams ave. w.
Campbell, Harriet B., Preston.....	513	Military ave.
Carey, Marian L., Campbell.....	16	Abbott st.
Carlisle, Ruth, Fairbanks.....	860	Brush st.
CARNE, CHARLOTTE, Supervisory..	12	Madison ave.
Carr, Marie E., Bishop.....	380	Brush st.
Carter, Alice B., Van Dyke.....	341	Van Dyke ave.
Carter, Julia, Clinton.....	758	River st.
Case, Genevieve, Estabrook.....	68	Brainard st.
Case, John Watrous, C. High.....	43	Willis ave. w.
Caswell, Inez Estelle, Gillies.....	329	Hubbard ave.
Catton, Ethel N., Franklin.....	134	Garfield ave.
Chaffin, Fannie, Alger.....	19	High st. w.
Chaffin, Grace E., Lyster.....	19	High st. w.
Chalmers, Florence May, Owen.....	136	Leverett st.
Chalmers, Grace A., Tappan.....	136	Leverett st.

CHAMBERLAIN, CYNTHIA M., Scripps.....	333	Pennsylvania ave.
Chamberlain, Grace R., Barstow.....	94	Alexandrine av. w.
Chamberlain, Sadie E., Russell.....	361	Cass ave.
Chambers, Florence, Bishop.....	60	High st. w.
Chambers, Frances J., Cass .....	60	High st. w.
Chandler, Bert C., Campau.....	669	Fourth ave.
Charboneau, Grace, Duffield.....	824	Humboldt ave.
Charbonneau, Anna M., Russell....	193	Twenty-third st.
Charlesworth, Blanche, Clinton.....	166	Second st.
Christianity, Carrie E., Palmer.....	29	Englewood ave.
Clark, Edith Belle, Gillies.....	269	Junction ave.
Clark, Jessie E., Everett .....	170	Mott ave.
Clark, Nellie M., Washington N.....	69	Langley ave.
Clarke, Lucy M., Custer.....	660	Scotten ave.
Cleary, Mary S., Williams.....	171	Spruce st.
Cleland, Mrs. Margaret W., Harris....	41	Willis ave. e.
Cleveland, Elizabeth, Lyster.....	214	Montcalm st. e.
COGGER, CLARA E., Hickey.....	676	Hudson ave.
Cole, L. Lillian, Hancock.....	115	Magnolia st.
Colville, Julia E., Hubbard.....	314	Twenty-fifth st.
Colwell, Luna M., Johnston.....	527	Fourth ave.
COMFORT BENJAMIN FREEMAN, Webster....		1146 Twelfth st.
Comiskey, Maude M., Bagley.....	211	Labrosse st.
Command, Nora E., Trowbridge.....	41	Charles st.
Conney, Lillian, Everett.....	785	Monroe ave.
Considine, Elizabeth A., Franklin.....	383	Sixth st.
Cook, Florence, McKinstry.....	326	Howard st.
COOK, T. DALE, Owen.....	1125	Twenty-third st.
Cooke, Clarence Sidney, C. High.....	86	Forest ave. w.
COOPER, H. JANE, Barstow.....	543	Second ave.
Cordon, Minnie M., Webster.....	111	Twenty-first st.
Corey, M. Eloise, Cass.....	50	Locust st.
Corkins, Annie S., Palmer.....	260	Warren ave. e.
Corkins, Harriet A., Williams.....	260	Warren ave. e.
Corns, Susan R., Roberts.....	646	Third ave.
Cornwell, Nellie L., Clinton.....	40	Macomb st.
Cotter, Alphonzo M., Newberry.....	120	Miami ave.
Coughlan, Anna, Ferry .....	320	Hudson ave.
COUGHLAN, EMMA E., Ferry.... .....	320	Hudson ave.
COURVILLE, ELIZABETH, Van Dyke.....		1883 Jefferson ave.
Cousins, Esther J., Jefferson.....	603	Fourth ave.
Covert, Inez F., Hubbard.....	348	Boulevard w.
Coyle, Harlette, E. High.....	21	Ledyard st.
Craddock, Helena M., Bishop.....	31	Montcalm st. w

Craddock, Sue, Webster.....	476 Boulevard w.
Craig, Annie A., Firnane.....	319 Harrison ave.
Cramer, Agnes, Scripps.....	139 Helen ave.
Cronen, Mamie M., Parke.....	99 Harrison ave.
Crosby, A. Gertrude, Scripps.....	235 Thirty-first st.
Cryderman, Mae, Trowbridge.....	220 Garfield ave.
Cullen, Elizabeth M., Norvell.....	264 Howard st.
Cumming, Clara, Duffield.....	560 Brush st.
Cummins, Stella, Campbell.....	495 Fifth st.
Cunningham, Elizabeth W., Alger.....	324 Meldrum ave.
Curtis, Edith, Scripps .....	300 McClellan ave.

## D

DANIELS, CHARLES F., Bishop....	121 Harper ave. e.
Darnell, Albertus, C. High.....	86 Forest ave. w.
Davey, Elizabeth M., Jackson.....	548 Congress st. e
Davis, Adell, Trowbridge.....	78 Elizabeth st. w.
Davis, Jesse Buttrick, C. High.....	186 Marston ave.
Davy, Edith M., Jefferson.....	83 Pitcher st.
Day, Bessie E., Barstow.....	109 Edmund Place.
Dean, Dosia M., School for Deaf....	1993 Jefferson ave.
Dean, Mary, Fairbanks.....	761 Fourteenth ave.
Dees, Joan, Bishop .....	78 Brady st.
Delaforce, Annie Edith, Norvell.....	13 Madison ave.
De Manigold, Lillie H., Harris.....	779 Fort st. e.
Deming, Allie J ., Newberry.....	395 Fourth ave.
DESSOTELL, ELEANOR S., Gillies.....	269 Park st.
Dewey, Blanche M., Cass.....	23 Joy st.
Dewey, Elizabeth C., Clay.....	23 Joy st.
Dewey, Josephine H., Dickinson.....	34 Erskine st.
Dieke, Sarah D., Pitcher.....	20 Eleventh st.
Dingman, John W., W. High.....	219 Labrosse st.
Dillon, Elizabeth F., Scripps...432	Cadillac Boulevard.
DOHANY, EMMET E., Campbell..375	Farnsworth ave.
Doherty, Josephine L., Owen.....	143 Orchard st.
DOLE, AMELIA H., Farrand.....	80 Brainard st.
Donaldson, Belle, C. High.....	661 Second ave.
Donohue, M. Lizzie, School for Deaf....	38 Adelaide st.
Dorrance, Susan J., Russell.....	190 Bagg st.
Downey, Laura M., Norvell.....	180 Beech st.
Downing, Nellie A., Potter.....	53 Butternut st.
Drake, Alces E., Lincoln.....	57 Milwaukee ave. w.
Drake, Harriet C., Palmer.....	57 Milwaukee ave. w.
Drew, Margaret F., Harris.....	338 Fourth ave.
Duane, Katherine, Williams.....	154 Horton ave.
Duffy, Genevieve Katherine, C. High.....	
	102 Alexandrine ave. w.

	102 Alexandrine ave. w.
Dunphy, Mary E., Houghton.....	142 Orchard st.
Dupont, Josephine, Hibbard.....	211 Howard st.
Durst, Amelia P., Columbian.....	993 Thirteenth st.
Durst, Josephine, Newberry.....	993 Thirteenth st.
Dustin, Katherine L., Newberry.....	113 Charlotte ave.
Dustin, Rosamond A., Hancock.....	113 Charlotte ave.
Dwillard, Minnie, Bellevue.....	182 Napoleon st.
Dyer, Marie E., Ferry.....	1275 Jos. Campau ave.

## E.

Eastman, Winifred, Farrand.....	1068 John R. st.
Eaton, Fannie M., Pitcher.....	241 Fourteenth ave.
Ebert, Clara A., Parke.....	92 Lawton ave.
Eby, Emma, Bishop.....	248 Canfield ave. w.
Echlin, Ida J., Ferry.....	82 Elizabeth st. e.
Eckert, Jennie A., Norvell.....	769 Lafayette ave.
Edwards, Helen, Nichols.....	491 Commonwealth ave.
Efferts, Lizzie B., Amos.....	103 High st. w.
Egan, Nora L., Franklin.....	257 Sixth st.
Egan, Winifred F., Wilkins.....	59 Labrosse st.
Eggly, Clara A., Ferry .....	502 Alfred st.
Eldred, Katherine, Barstow.....	64 Lawrence ave.
ELLIS, WM. A., Duffield .....	307 Merrick ave.
England, Charlotte A., Tilden.....	76 Rosedale Court.
Engle, Grace E., Campau.....	82 Lincoln ave.
Engle, Orpha L., Poe.....	82 Lincoln ave.
Enright, Margaret H., Lyster.....	243 Fifth st.
Enright, Mary J., Ferry.....	243 Fifth st.
Evans, Mabel, Campau.....	594 Second ave.
Evans, Mary L., Brownson.....	467 Erskine st.

## F.

FAIRBAIRN, MARION D., Poe.....	1304 Second ave.
Fales, E. Gertrude, C. High.....	144 Canfield ave. w.
Falvey, Stella K., Everett.....	901 Fourth ave.
Farrell, Annette M., McKinstry.....	31 Baker st.
Farrington, Caddie M., Jefferson.....	642 Second-ave.
Fell, David James, C. High.....	977 Third ave.
Fenton, Mildred L., Williams.....	554 Toledo ave.
Ferry, Oceana, W. High...The Marlborough,	421 2d ave.
Field, Edith J., Hibbard.....	367 Forest ave. w.
Field, Eleanore A., Van Dyke.....	298 Van Dyke ave.
Fisk, Ethel Z., Lincoln.....	928 Cass ave.
Fitch, Mary U., Scripps.....	445 Putnam ave.

FITZGERALD, ELLA, Alger.....	121	Delaware ave.
Fitzgerald, Henrietta, Webster.....	140	Langley ave.
Flaherty, Jessie E., Poe.....	686	Sixth st.
Fleming, Jennie M., Tappan.....	335	Trumbull ave.
Fleming, Mary S., Williams.....	38	Delaware ave.
Fletcher, Mabel A., Norvell.....	80	Madison ave.
Foote, Lucy E., Norvell.....	79	Sibley st.
Forbes, Agnes E., Barstow.....	673	Fourteenth ave.
Foster, Elizabeth B., Franklin.....	230	National ave.
Foster, Frances L., E. High.....	124	Charlotte ave.
Foster, May E., Trowbridge.....	112	Piquette ave.
Franklin, Ethel Maude, Columbian....	532	McGraw ave.
FREDERICK, OLIVER G., Sup'vs'y..	359	Boulevard w.
Freer, Carrie F., Poe.....	820	Fourteenth ave.
Frost, Henry Harvey, C. High.....	1302	John R. st.
Fry, Lily M., Garfield.....	121	Bethune ave. e.
Frutig, Marie L., W. High.....	335	Hubbard ave.
Funke, Mary C., Clinton.....	151	Russell st.
Furlong, Annie G., Campau.....	462	Brush st.

## G.

Gale, Mabel C., W. High.....	359	Boulevard w.
Galloway, Anna, Van Dyke.....	197	Sheridan ave.
Gamble, Mary A., C. High.....	23	Parsons st.
Gartner, Katharine M., E. High.....	19	Moran st.
Geer, Florence E., Van Dyke.....	359	Field ave.
Gerls, Marion Sarah, C. High.....	115	Selden ave.
Germain, Etta M., McGraw.....	699	Humboldt ave.
Gibson, Grace, Farrand.....	109	Harper ave.
Gibson, Ellen, Hibbard.....	295	Hibbard ave.
Gidday, Alice M., Tilden.....	1297	Third ave.
Gilchrest, Elizabeth L., Tilden.....	337	Lincoln ave.
Gilchrist, Mary M., Tilden.....	254	Kirby ave. w.
Gillet, Alice, Jackson .....	245	Woodbridge st. e.
Gillmore, Gertrude A., Wash'n N...	507	Woodward ave.
Goodrich, Grace E., Washington N...	1385	Eighteenth st.
Goodrich, Florence, Johnston.....	1385	Eighteenth st.
GORDON, DONALD C., Campau.....	331	Merrick ave.
Gould, Margaret A., Washington N....	190	Clifford st.
Gourlay, Mary M., Tappan.....	120	St. Aubin ave.
Grace, Adelaide, Estabrook.....	397	Second ave.
Grace, Jeanette M., Firnane.....	887	Fifteenth st.
Graul, Ida T., Berry.....	889	Thirteenth st.
Graham, Bessie C., Norvell.....	75	Chene st.
Gray, Amy D., Everett.....	204	Baker st.
Grebus, Charles Mansery, C. High.....	81	Reed Place.



Greenstidel, Christina, Webster.....	528	Congress st. e.
Greenstidel, Elizabeth, Campbell.....	528	Congress st e.
Gregg, Lucy Ethel Wilhelmina, C. High.....		
		108 Theodore st.
Gregory; Lulu B., Johnston.....	210	Champlain st.
Grelling, Adaline M., Everett.....		
		Wallace Apts., 543 Second ave.
Grenell, Ethelwyn, E. High.....	643	Second ave.
Gronkowski, Adolph, E. High..	<b>Cor. Strong &amp; Bellevue.</b>	
Grotheyn, C. Augusta, Franklin.....	142	Locust st.
Guest, Grace D., Tilden.....	797	Lincoln ave.
Gunn, Jessie H., Pitcher.....	586	Sixteenth st.
Guthrie, May L., School for Deaf.....	361	Cass ave.
Guy, Mary E., Ferry.....	316	Warren ave. e.

## H.

Hadley, Margaret F. Hubbard.....	261	Hubbard ave.
HALL, CLARK B., W. High.....	612	Fourteenth ave.
Hall, Cora I., Firnane.....	795	Franklin st.
Hall, Matilda E., Firnane.....	443	Larned st. e.
Halloran, Carrie E., Franklin.....	244	Fifth st.
Halstead, Jennie Belle, Norvell.....	369	Farnsworth st.
Hamilton, Anna G., Jefferson.....	673	Third ave.
Hamilton, Esther, Tappan.....	120	National ave.
Hamlin, Florence M., Estabrook.....	277	Warren ave.
Hammond, Margaret, McGraw.....	65	Frederick st.
Hansten, Charlotte, Norvell.....	83	Congress st. e.
Harbeck, Ida C., Owen.....	115	Mullett st.
Hard, Helen Leonias, C. High.....	99	Prentis ave.
Hardie, Fannie S., Bellefontaine.....	300	Morrell st.
HARDIE, FRANCES S., Potter.....	1086	Fourth ave.
Hardie, Katharine, Amos.....	300	Morrell st.
Hardy, Minnie C., Bagley.....	88	Church st.
Hare, Jean E., Craft.....	771	Boulevard w.
Harmon, Charlotte, Tilden.....	240	Putnam ave.
Harper, Susan, Washington N.....	288	Park st.
Harrah, Grace Ellen, C. High.....	659	Second ave.
Harrigan, Margaret A., Gillies.....	240	Cherry st.
Harriman, Flora E., Nichols.....	598	Third ave.
Harrington, Phyllis A., McKinstry.....	678	Baker st.
Harris, Anna L., Tilden.....	928	Cass ave.
Harris, Edith, Campau.....	819	Vinewood ave.
HARRIS, MILLIE, Bellefontaine.....	80	Madison ave.
Harris, M. Belle, Russell.....	143	Myrtle st.
Hart, Alice V., Everett.....	1372	John R. st.
Hart, Clara C., Poe.....	201	Selden ave.

Hart, Frances Louise, Clay.....	201 Selden ave.
Hart, H. Inez, Estabrook.....	704 Sixth st.
Hart, Mary, Newberry.....	235 Wabash ave.
Harvey, Eleanor S., Williams.....	57 Davenport st.
Hatch, Helen L., W. High.....	63 Pitcher st.
Haug, Bernice L., C. High.....	1130 Third ave.
Havens, Coral, Newberry.....	443 Fourth ave.
HAYES, MERCY J., Franklin.....	433 Lincoln ave.
Healy, Helen F., Tilden.....	138 Garfield ave.
Heller, Hannah, Tappan.....	415 Woodward ave.
Heller, Regenia R., Washington Normal.....	
"The Sibley," 415 Woodward ave.	
Hemenway, May, Berry.....	79 Koch ave.
Hempsted, Joanna K., W. High.....	483 Third ave.
Hendershott, E. Pearl, Jefferson.....	630 Fourth ave.
Henderson, Mabel, Columbian....	1452 Grand River ave.
Henning, Marie F., Irving.....	27 Prentis ave.
Herstein, Rebecca C., Franklin.....	631 Michigan ave.
Hibbard, Mary F., Russell.....	646 Second ave.
Hickie, Beatrice, Craft.....	176 Pitcher st.
Hicks, Fannie F., Williams.....	910 Mt. Elliott ave.
Hill, Anna L., W. High.....	169 Trumbull ave.
Hill, Emma S., Craft.....	913 Vinewood ave.
Hill, Grace Annie, C. High.....	851 Trumbull ave.
Hill, Irene W., Pitcher.....	331 Fourteenth ave.
Hill, Jessie Noble, Palmer.....	76 Piquette ave.
Hill, Mary A., Fairbanks.....	101 Hazelwood ave.
Hillier, Ada A., Franklin.....	461 Trumbull ave.
Hinsdale, Mildred, C. High.....	661 Second ave.
Hogan, May F., Norvell.....	9 Beech st.
HOLBROOK, ROENA, Wilkins.....	347 Harper ave. e.
Holmes, Edward L., Tilden.....	277 Warren ave. w.
Holmes, Estelle, Williams.....	872 Wabash ave.
Holmes, Madeline E., Columbian...	99 Fourteenth ave.
HOLMES, MARGARET A., Berry.....	172 Merrick ave.
Holmes, Mary, Houghton.....	39 Fourteenth ave.
Hood, Clara E., Irving.....	24 Charlotte ave.
Hopkins, Florence May, C. High.....	922 Cass ave.
Hopper, Ella I., Houghton.....	127 Pine st.
Hopper, Kate A., Garfield.....	657 Cass ave.
Horn, Margaretha E. C., W. High....	335 Hubbard ave.
HOUGHTON, SPENCER L., E. High..	505 Putnam ave.
Howard, Sarah M., Hancock.....	227 Stanton ave.
Howell, Grace A., Dickinson.....	17 Pitcher st.
Howell, Janet E., Alger.....	Twelfth, cor. Seward ave.
Hudson, Frances C., C. High.....	765 Fourteenth ave.
Huelster, Juletta, Trowbridge.....	1093 Fourth ave.

Hughes, Fannie K., Chaney.....	1385	Fourteenth ave.
Hughes, Julia A., Hancock.....	1385	Fourteenth ave.
Hughes, Sarah L., Tilden.....	1385	Fourteenth ave.
Hughson, Catherine, Clay.....		The "Madison."
Hull, Isabella Harriet, C. High.....	78	Brady st.
Hume, Jeannette A., Berry.....	40	Hendrie ave.
Hunt, Lillie S., Dickinson.....	809	Fourteenth ave.
Hurlbut, Caroline, Hancock.....	27	Charlotte ave.
Hurley, Johanna E., Everett.....	387	Fort st. e.
Huston, Emma, Berry.....	24	Hecla ave.
Hutchings, Kate M., Trowbridge.....	511	John R. st.
Hutchins, Florence M., Irving.....	1642	Hastings st.
Hutton, Sadie E., Duffield.....	220	Frederick ave.
Hyde, Mary O., Bishop.....	71	Winder st.

## I.

Ireton, Sara J., Cass.....	87	Duffield st.
Irwin, Frederic Charles, C. High.....	86	Forest ave. w.
Ives, Violet, Preston.....	337	Michigan ave.

## J.

Jackson, Virginia M., E. High.....	317	Jefferson ave.
Jend, Louise C., Norvell.....	304	Scott st.
Jenner, Madalena S., Duffield.....	385	Mullett st.
Jennings, Grace, Amos.....	47	Spruce st.
Jewett, Elizabeth A., Clay.....	45	High st. e.
Johnston, Mary M., Hickey.....	74	Buchanan st.
Jones, Catherine M., Fairbanks.....	47	Harper ave. e.
JONES, MYRA, Supervisory.....		

Windermere Flats, Selden ave.

Jones, Sarah E., Cass...Windermere Flats, Selden ave.		
Jordan, Adda L., Webster.....	300	Twenty-fourth st.
Joslin, Ellen E., Cass.....	508	Cass ave.
JOYCE, ANNA M., Houghton.....	433	Cass ave.

## K.

Kaighin, Frances, Dickinson.....	496	Hancock ave. w.
Keating, Rose A., Duffield.....	333	Howard st.
Keene, Charlotte M., Tilden.....	202	Palmer ave. w.
Kelley, James E., Cass.....	200	Clifford st.
Kelly, Mary C., Estabrook.....	217	Orleans st.
Kennedy, L. Estelle, Wash'n N..	1115	Gd. Boulevard w.
Kennedy, Mary S., Chaney.....	68	Linden st.
Kent, Florence, Russell.....	1087	Jefferson ave.
KEPPERLING, INEZ, Custer.....	839	Forest ave. e.
Kerns, Martha, W. High.....	421	Boulevard.

Ketcham, May, Cass.....	55	Highland Park ave., H. P.
Keveney, Ella C., Harris.....	117	Howard st.
Kief, Frances S., Brownson.....	13	Madison ave.
Kilian, Lena A., Jefferson.....	50	Greenwood ave.
Kimball, Edith M., E. High.....	75	Warren ave. e.
Kimpston, Lillian, Gillies.....	76	Celeron st.
King, Margaret, Berry.....	158	Baker st.
Kinman, Ellen L., Roberts.....	152	Horton ave.
Kinney, Christiana, Tappan.....	303	National ave.
Kinniburgs, Jossie S., Franklin.....	592	Wabash ave.
Kirsch, Frieda, Norvell.....	415	Elmwood ave.
Klugh, Eleanor L., Columbian.....	1317	Warren ave. w.
Klugh, Maria C., Newberry.....	1317	Warren ave. w.
Knapp, Alma, Bishop.....	104	High st. e.
Knapp, Ida, Parke.....	50	Winder st.
Kneeland, Anna M., Chaney.....	40	Pine st.
Kneip, Helen, Owen.....	190	Bagg st.
Knight, Genevieve S., E. High.....	914	Cass ave.
Koch, Hannah C., Field.....	357	Sheridan ave.
Krause, Claribel, Johnston.....	1488	Russell st.

## L.

Lake, Lavina M., Campau.....	1295	Jos. Campau ave.
Lamb, Emma, Webster.....	49	Grummond ave.
Lang, Alice H., Bishop.....	170	Montcalm st. e.
Lannin, Jennie, Van Dyke.....	110	Sycamore st.
LANTZ, ELIZABETH A., Craft.....	446	Lincoln ave.
Larkins, Ella, Houghton.....	739	Trumbull ave.
LATHAM, FRANKLIN W., Newberry.....	416	Lincoln ave.
LAW, MARION, Chaney.....	338	Warren ave. e.
Leland, M. Gertrude, Columbian.....	69	Watson st.
LeMaire, Adele A., Cass.....	661	Second ave.
LENAHAN, MARGARET M., Trowbridge.....		

## Eldorado Apartments.

Le Roy, Frances A., Newberry.....	245	Merrick ave.
Leslie, Charlotte T., Jackson.....	415	Brooklyn ave.
Levens, Carrie S., Jefferson .....	503	Third ave.
Levens, Janet S., Jefferson .....	503	Third ave.
Levens, Mabel, Alger.....	1006	Fourth ave.
Lewerenz, Carrie May, C. High.....	1592	Fort st. w.
Lighterness, Mary D., Norvell.....	53	Mitchell ave.
Lodge, Ellen P., Berry.....	652	Champlain st.
Lodge, Harriett C., Harris.....	50	Canfield ave. e.
Lodge, Mary F., Berry.....	652	Champlain st.
Logan, Jean W., Washington N.....	182	Pine st.
Lohrman, Rose, Columbian.....	524	Brush st.

Long, Mary L., Clay.....133 Trumbull ave.  
 Lorenger, Clara R., Cass .....71 Sproat st.  
 Lowe, Bessie W., Poe.....230 Avery ave.  
 Lowell, Edith M., Farrand.....93 Piquette ave.  
 Lowry, Florella R., Farrand.....55 Canfield ave. e.  
 Lynch, Alice E., E. High.....74 High st. w.  
 Lyon, Alice Jean, C. High...The Cynthia, 23 Parsons st.  
 LYON, WILLIAM F., Supervisory...879 Brooklyn Ave.

## Mc.

McAdam, Alice H., Bishop.....21 Sibley st.  
 McAdam, Christine, Irving .....21 Sibley st.  
 McAuliffe, Mary, Williams.....511 Twelfth st.  
 McCabe, Elizabeth E., Brownson.....403 Fort st. e.  
 McCarthy, Catherine, Campau.....647 Champlain st.  
 McCarthy, Edward C., W. High.....94 Spruce st.  
 McCarthy, Elizabeth, Jackson.....647 Champlain st.  
 McCarthy, Julia A., Campbell.....260 Watson st.  
 McCarthy, Kittie E., Clinton.....207 Columbia st. e.  
 McCarthy, Rose, Clinton .....207 Columbia st. e.  
 McCausland, Blanche E., Tilden.....536 Sixteenth st.  
 McClure, Cassie E., Fairbanks.....69 Charlotte ave.  
 McConnell, Clara E., Tappan.....353 Abbott st.  
 McCULLOCH, MARGARET R., Estabrook.....

15 Center st.

McDonald, Eliza, Campbell.....697 Second ave.  
 McGoldrick, Mary, Everett .....101 Trumbull ave.  
 McGrann, Margaret M., Hubbard....168 Trumbull ave.  
 McGRATH, ANNA J., Garfield.....46 Forest ave. w.  
 McGrath, Mary Wilker, C. High.....46 Ferry ave. w.  
 McGreevy, Frances J., Nichols.....364 Congress st. e.  
 McGregor, Lotta V., Irving.....206 Horton ave.  
 McGuire, Alice C., Farrand.....163 Hancock ave. e.  
 McHarg, Laura E., Berry.....639 Fort st. e.  
 McKaig, Janet F., Campau.....99 Spruce st.  
 McKay, Bell S., Gillies.....241 Hubbard ave.  
 McKay, Jessie, McKinstry.....241 Hubbard ave.  
 McKerrall, Belle, Clay.....679 Second ave.  
 McKERROW, HELEN W., Tappan....140 Leverett st.  
 McKINNEY, RACHEL, Columbian..1007 Gd. River ave.  
 McLean, Agnes, Franklin .....173 Alexandrine ave. w.  
 McLean, Annie, Jefferson .....173 Alexandrine ave. w.  
 McLean, Elfrida S., Dickinson .....203 Lincoln ave.  
 McLean, Harriett, Chaney .....203 Lincoln ave.  
 McLean, Sarah, Houghton....173 Alexandrine ave. w.  
 McMahan, Mary A., Duffield .....856 Beaubien st.

McMichael, Mary, Field.....511 Fourth ave.  
McNamara, Katherine, Columbian.....38 Adelaide st.  
McPherson, Susie C., Parke.....226 Maybury ave.

## M.

Mackenzie, Agnes H., Field.....470 Greenwood ave.  
Mackenzie, Emily S., Farrand .....565 Baggs st.  
MACKENZIE, JANET, Field.....470 Greenwood ave.  
Mackie, Anna C., Owen.....116 Butternut st.  
MacMahon, Evangeline, Duffield.....769 Jefferson ave.  
MacNeil, Emma, Cass.....183 Baggs st.  
Madden, Genevieve, Alger .....69 Winder st.  
Maher, Anna J., Roberts.....860 Monroe ave.  
Maher, Geneva V., Johnston.....260 Baker st.  
Mahoney, Margaret, Cass .....311 Fifth st.  
Mahoney, Margaret L., Bellevue.....1203 Jefferson ave.  
Mahony, Mary, Norvell .....361 Sixth st.  
Mahony, Mary S., Ungraded.....361 Sixth st.  
Maitland, Mabel M., Amos....509 W. Grand Boulevard.  
Malcomson, Rachel Annie, C. High..368 Trumbull ave.  
Malott, Helen B., Franklin.....50 Sycamore st.  
MANDEVILLE, JAMES M., Amos.....  
278 Twenty-fourth st.  
Marsh, Alice M., Hancock.....140 Hancock ave. w.  
MARSH, HARRIETT A., Hancock.....  
140 Hancock ave. w.  
Marsh, Jean D., Parke.....1563 Beaubien st.  
Marsh, Martha, Cass.....140 Hancock ave. w.  
Masten, Mary E., Parke.....230 Avery ave.  
Mastin, Alberta, Dickinson.....29 Buchanan st.  
Mathieson, Christina, Berry.....90 Calumet ave.  
Matthews, Grace, Garfield.....51 Brady st.  
Matthews, John W., W. High.....20 Park st.  
Matthews, M. Gertrude, Fairbanks.....51 Brady st.  
Mayworm, Alice H., Tilden.....417 Trumbull ave.  
Mayze, Mary, Field.....169 Baldwin ave.  
Mead, Helen C., Columbian.....525 Warren ave. w.  
MEAD, JOHN N., Palmer.....808 Hudson ave.  
Mead, Mary B., Duffield.....525 Warren ave. w.  
Meath, Mary, Pitcher.....56 Elm st.  
Merriam, Albert R., E. High.....715 Fourth ave.  
Merritt, Katharine B., Brownson.....412 Second ave.  
Metzen, Minnie E., Lincoln.....31 Bagley ave.  
Meyers, Elizabeth, Field.....239 Field ave.  
MILLER, FLORA N., Lyster.....322 Trumbull ave.  
MILLER, HIRAM W., Williams.....100 Smith ave.

Muller, John F., Bishop.....	90 Fifth st.
Mulvey, Mary, Field.....	169 Baldwin ave.
Miller, Mary M., Columbian.....	322 Trumbull ave.
Minchen, Howard D., C. High.....	341 Kirby ave. w.
Miner, Mary L., E. High.....	435 Cass ave.
Mingins, Clara W., Washington N.....	506 Cass ave.
MITCHELL, JANET O., Bellevue.....	147 Twelfth st.
MOE, FRED W., Jefferson.....	425 Lincoln ave.
Mohrmann, Mina A., Campbell.....	55 Second ave.
Monaghan, Elizabeth, Houghton.....	31 Church st.
Monahan, Nellie F., McKinstry.....	199 Baker st.
Monkman, Henrietta, Norvell.....	369 Field ave.
Monroe, Anna L., Estabrook.....	109 Abbott st.
Monroe, Eleanor M., Trowbridge.....	191 Twenty-third st.
Moore, Katharine, Everett.....	84 Sycamore st.
Moore, Katherine, Garfield.....	243 Porter st.
Moore, Mary E., Garfield.....	93 Bethune ave.
Moran, Charlotte A., Wilkins.....	160 Pitcher st.
Moran, May E., Trowbridge.....	160 Pitcher st.
Morley, Lillian C., Ferry.....	208 Frederick ave.
Morley, Louise M., Jackson.....	208 Frederick ave.
Morris, Antoinette, Lyster.....	981 Vinewood ave.
Morse, William A., W. High.....	230 Twenty-fourth st.
Mott, Bessie V., Estabrook.....	257 Stanton ave.
MOYNAHAN, KATHARINE, McKinstry.....	
	405 Jefferson ave.
Moynes, Alice M., Columbian.....	36 McArthur Place.
Muir, Ettie A., Chaney.....	364 Linden st.
Mullett, Lucy S. C., Harris.....	42 Columbia st. w.
Mulvey, Mary, Field.....	169 Baldwin ave.
Mumford, Julia, Scripps.....	34 Edmund Place.
Mumford, Katharine Tallman, C. High.....	199 Bagg st.
Munger, Louise Emma, C. High.....	141 Warren ave. e.
Munro, Alice Lilian, Estabrook.....	470 Greenwood ave.
Munro, Caswell N., W. High .....	94 Fort st. w.
Munro Mary F., Owen.....	470 Greenwood ave.
Murbach, Lewis, C. High.....	950 Cass ave.
Murdock, Albert H., Russell.....	842 Fourteenth ave.
Murphy, Lucile E., Gillies.....	199 Thirteenth st.
Murphy, May, Campbell.....	229 Fifth st.
Murry, Agnes Belle, McGraw .....	831 Fourteenth ave.
Mythen, Mary, Amos.....	307 Thirteenth st.

## N.

Nagle, Emma, Rose.....	220 Spruce st.
Nash, Alice, Webster.....	80 Howard st.

Negro, Helen O., Tappan.....810 River st.  
 Nevin, Annie H., Potter.....57 Grummond ave.  
 Newton, Julia B., Chaney.....66 Lincoln ave.  
 Newton, Lucia B., Bellevue.....66 Lincoln ave.  
 Nicholson, Florence A., Webster.....476 W. Boulevard  
 NOLAN, BENJAMIN A., Norvell....24 Hazelwood ave.  
 Nolan, Margaret A., Cass.....522 Third ave.  
 Northrup, May E., Berry.....204 Canfield ave. w.  
 Nott, Edna J., Estabrook.....295 Avery ave.

## O.

O'Brien, Annie M., Jackson.....371 Fort st. e.  
 O'Dea, Mary A., Webster.....322 Howard st.  
 O'Grady, Lulu M., Scripps.....594 Second ave.  
 Oliver, Mary R., Clay.....69 Pitcher st.  
 Oliver, Nana, Webster.....88 Lawton ave.  
 Orleman, Alberta M., Wilkins.....44 Fifteenth st.  
 Orr, F. Maud, Washington N.....34 Erskine st.  
 Osius, Johanna, Field.....229 Field ave.

## P.

Paine, Lillian Whitney, C. High.....89 Melbourne ave.  
 Palmer, Sarah J., Webster.....329 Hubbard ave.  
 Pardee, L. Belle, Tilden.....953 Trumbull ave.  
 Park, Frances J., Hubbard.....381 Boulevard w.  
 PARK, HARRIET C., Hubbard.....381 Boulevard w.  
 Parker, Claudia M., Brownson....504 Grand River ave.  
 Parker, Flora E., Farrand.....504 Grand River ave.  
 PARKER, GEORGE E., Russell....1053 Trumbull ave.  
 Parker, Margaret Marsh, Franklin..156 Warren ave. w.  
 Parkhurst, Nella, Poe.....349 Lincoln ave.  
 Parry, Belle, Pitcher.....479 Sixth st.  
 Patten, Bertha L., Gillies.....296 Hudson ave.  
 Patterson, Margaret, Chaney.....247 Maybury ave.  
 Patterson, Minna, Rose.....603 Beaubien st.  
 Patterson, Susan F., Farrand.....308 Fourth ave.  
 Pattison, Minnie, Scripps .....1043 Third ave.  
 Pattison, Rebecca, Hubbard.....176 Labrosse st.  
 Peel, Cora L., Barstow.....301 Merrick ave.  
 Penman, Anna E., Chaney.....669 McGraw ave.  
 PENNYCOOK, ALICE M., Clay....358 Elizabeth st. e.  
 Pennycook, C. Jean, Cass.....158 Elizabeth st. e.  
 Pennycook, Ida M., School for Deaf..158 Elizabeth st. e.  
 Perkins, Elizabeth, Van Dyke.....497 Fourth ave.



Perrucker, Ida H., Campbell.....	537	Russell st.
Perry, Edith M., Brownson.....	164	Perry st.
Perry, Sarah E., Farrand.....	24	Brainard st.
Peters, John Arthur, C. High.....	435	Lincoln ave.,
Pettee, Edith E., E. High.....	83	Harper ave. e.
Peugeot, S. Adella, Hubbard.....	132	Eighteenth st.
Phelps, Nancy S., W. High.....	248	Twenty-fourth st.
Phillips, Elizabeth, Roberts.....	237	Second ave.
Phillips, Gertrude G., Farrand.....	72	Charlotte ave.
Phillips, Nellie G., Williams.....	237	Second ave.
Pierce, Marian A., Johnston.....	125	Prentis ave.
Pierson, Ella E., McGraw.....	34	Medbury ave.
Pitts, Dora H., W. High.....	254	Twenty-fourth st.
Plager, Lilian A., Washington N.....	665	Fourteenth ave.
Plass, Florence G., Bishop.....	86	Adelaide st.
Poillon, Marie H., Tilden.....	61	Pitcher st.
Potter, Amelia May, Palmer.....	52	Piquette ave.
Pound, Maud A., W. High.....	302	Twenty-fourth st.
Power, Mary Fairman, C. High.....	38	Alexandrine ave. e.
Prentiss, Fanny K., Webster.....	100	Ledyard st.
Price, Della M., Johnston.....	119	Stanton ave.
PRIEST, MAUD A., Hubbard.....	297	Hancock ave. w.
Purdy, Winifred M., Bellefontaine.....	344	Abbott st.
Putnam, Richard R., E. High.....	672	Hudson ave.

## R.

Rankin, Catherine P., Hubbard.....	242	Hubbard ave.
Rankin, Julia B., Gillies .....	242	Hubbard ave.
Raymond, Winifred O., Bellefontaine....	91	Prentis ave.
Redden, John E., Berry .....	364	Macomb st.
Redden, Martha, Clinton .....	364	Macomb st.
Redman, Frances U., Palmer.....	90	Piquette ave.
REDMOND, MARY L., Jackson....	548	Congress st. e.
REEKIE, CLARA B., Nichols.....	870	Lafayette ave.
Reilly, Helen M., Firnane.....	915	Congress st. e.
Rennie, Adele Janette, Potter.....	220	Avery ave.
Reynolds, Blanche, Irving.....	892	St. Antoine st.
Rhines, Minerva Belle, C. High.....	763	Third ave.
Richards, Fannie M., Everett.....	315	Congress st. e.
RICHARDSON, ADELLA G., Bagley..	329	Hancock w.
Richardson, Ruby E., C. High.....	147	Willis ave. w.
Ricci, Eva F., Lyster.....	894	Twenty-fourth st.
Richmond, Alice J., Pitcher.....	68	Duffield st.
Richmond, Lucy A., Bishop.....	68	Duffield st.
Rink, Maude, Palmer.....	30	Horton ave.
Roat, Clara M., Webster.....	150	Third st.

Robertson, Isabel A., McGraw.....302 Warren ave. e.  
 Robertson, Margaret, Jefferson.....96 Lysander st.  
 Robertson, Margaret G., Williams.....302 Warren ave e.  
 Robinson, Grace A., Washington.....408 Fort st. e.  
 Robinson, Henrietta, Norvell.....102 Edmund Place.  
 ROBINSON, HENRIETTA A., Preston.63 Adelaide st.  
 Robinson, Julia, Campau.....102 Edmund Place.  
 ROBINSON KATE E., Rose.....331 Farnsworth ave.  
 Robison, Alice, Barstow.....1971 Boulevard w.  
 Robison, Mary A., Washington N...1971 Boulevard w.  
 Robson, Harriette I., Campbell.....232 Warren ave. w.  
 Roby, Anne Mary, C. High.....23 Charlotte ave.  
 Rodda, Anna B., Lincoln.....165 Fort st. w.  
 Roehm, Harriet L., Duffield.....61 Adams ave. e.  
 ROHNERT, LOUISE E., Everett.....85 Champlain st.  
 Rolls, Ethel F., Columbian.....119 Stanton ave.  
 Rouse, Ada M., Tilden.....497 Commonwealth ave.  
 Rouse, Nettie E., Tilden.....497 Commonwealth ave.  
 Rowley, Blanche I., Clay.....496 Cass ave.  
 Rowley, Orra C., Houghton.....496 Cass ave  
 Ruehle, Edith M., Rose.....2400 Gratiot ave.  
 Ruehle, Katherine E., Rose.....2400 Gratiot ave.  
 Runkel, Della L., Norvell.....345 Frederick ave.  
 Ryan, Cassie, Campbell.....333 Howard st.  
 Ryan, Florence I., Chaney.....401 Champlain st.  
 Ryan, Margaret W., Estabrook.822 Milwaukee ave. w.  
 Ryder, Susa, Trowbridge.....233 Garfield ave.

## S.

Sabine, E. Florence, Jefferson.....58 High st. w.  
 Sales, Janet, Palmer.....55 Hendrie ave.  
 Sanderson, Anna, Jefferson.....177 Bagg st.  
 Sanderson, Grace, Jefferson.....43 Alexandrine ave. w.  
 Sanford, Stella D., Campau.....156 Warren ave. w.  
 Sargent, William A., Franklin.....277 Warren ave. w.  
 Saunders, Belle, Ferry.....531 Fourth ave.  
 Schneider, Martha A., Brownson.....275 Riopelle st.  
 Schneidewind, Elma, Parke.....318 Erskine st.  
 Schoettle, Mary A., Harris.....131 High st. w.  
 SCHRADER, AUGUSTA D., Irving.....88 Watson st.  
 Scriven, Alice M., Amos.....44 Minnie st.  
 Scully, Emily S., Craft.....453 Brooklyn ave.  
 Seaman, Edna V., Tilden.....953 Trumbull ave.  
 Seely, Bessie L., Fairbanks.....56 Englewood ave.  
 Seely, J. Gertrude, Lincoln.....56 Englewood ave.  
 Seitz, Sina, Webster.....941 Military ave.

Selleck, Kate E., Lyster.....	72	Erskine st.
Sewell, Salome A., Parke.....	162	Spruce st.
Shaw, Adeline, Harris.....	104	St. Antoine st.
Sheen, Alice L., Jefferson.....	452	Third ave.
SHEERAN, ELLA M., Tilden.....	26	Adams ave. w.
Sheldon, Hudson, C. High.....	324	Calumet ave.
Sheridan, Eva May, Lincoln.....	633	Second ave.
Sheridan, Margaret, Nichols.....	210	Park st.
Sherman, Jennie A., Norvell.....	42	High st. e.
Shillady, Margaret, Gillies.....	129	Fifteenth st.
Shillady, Mary, Gillies .....	129	Fifteenth st.
Shorland, Florence, Rose.....	229	Harrison ave.
Short, Fannie V., Ungraded.....	470	Cass ave.
Short, M. Estelle, Russell .....	470	Cass ave.
SINCLAIR, JAMES A., Ungraded....	674	Hudson ave.
Sirrine, M. Mabel, Bagley.....	851	Lafayette ave.
Skiffington, Winifred, Johnston..	163	Jos. Campau ave.
Skinner, Frances H., Tilden.....	51	Calumet ave.
Slyfield, Mayme A., Tappan.....	576	Fifteenth st.
SMITH, AMELIA C., McGraw.....	617	Cass ave.
Smith, Anna M., Irving.....	74	Adams ave. w.
Smith, Amy M., McGraw.....	617	Cass ave.
Smith, Eleanor, Hancock.....	1029	Wabash ave.
Smith, Elizabeth E., Russell.....	51	Forest ave. w.
Smith, Jennie C., Irving .....	193	Palmer ave.
Smith, Jennie F., Webster.....	362	Fort st. w.
Smith, Lucia Weed, Potter.....	100	Maybury ave.
Smith, Sina, Scripps.....	1229	Gratiot ave.
Smith, Winifred L., Hancock.....	88	Park st.
Smoots, Mary A., Field.....	800	Fort st. e.
Sontag, Minnie A., Rose.....	84	Theodore st.
Southee, Jessie V., Jefferson.....	68	Milwaukee ave. e.
Southmayd, Lula Bartlett, C. High....	1141	Third ave.
Sowden, Anna, Farrand.....	485	Holbrook ave.
SPAIN, CHARLES L., Washington N..	153	Smith ave.
Spencer, Leah A., Alger.....	26	Erskine st.
Standish, Sarah H., Barstow.....	140	Rivard st.
Stapleton, Anna M., Webster....	314	Twenty-fourth st.
Stapleton, Josephine L., Houghton..	380	Trumbull ave.
Stark, Amelia M., Norvell.....	335	Meldrum ave.
Staub, Caroline, Chaney .....	66	Tillman ave.
Staub, Grace, Chaney .....	66	Tillman ave.
Steed, Carrie M., Preston.....	166	Westminster ave.
Sterling, Maud, Webster .....	616	Baker st.
Stoddard, Clara B., Chaney.....	271	Maybury ave.
Stowe, Gertrude A., Estabrook.....	33	Rowland st.
Street, Edith A., Gillies.....	113	Junction ave.

Street, Margaret E., Dickinson.....113 Junction ave.  
 Stringer, Katherine C., Fairbanks.....110 Marston ave.  
 Stringer, Grace, Lincoln.....507 Twenty-third st.  
 STUART, BELLE, Gratiot.....865 Fort st. w.  
 Sullivan, Elizabeth H., Bellefontaine....277 Clark ave.  
 Sullivan, Irene, Craft .....139 Howard st.  
 Sullivan, Katherine L., Bishop.....230 Watson st.  
 Sullivan, M. Lilian, McKinstry.....139 Howard st.  
 Sutherland, Anna R., Amos.....123 Twenty-third st.  
 Sutliff, Carrie A., E. High.....487 Commonwealth ave  
 Sutton, Nellie, Chaney....."The Sibley."  
 Swan, Lydia M., Tilden.....24 Montcalm st. w.

## T.

Taylor, Georgiana S., Wilkins.....179 Howard st.  
 Teagan, Dora R., Franklin.....361 Trumbull ave.  
 Teagan, Helen, Preston.....200 Porter st.  
 Terry, Marion M., Tappan.....529 Fourteenth ave.  
 Thieler, Adele H., Norvell.....376 St. Aubin ave.  
 Thieler, Julia C., Williams.....376 St. Aubin ave.  
 THIRKELL, ISABEL F., Pitcher....619 Trumbull ave.  
 THOMAS, EMMA A., Supervisory.....91 Watson st.  
 Thomas, Maude Ella, Norvell.....370 Howard st.  
 Thompson, Anne A., Newberry.....438 Twelfth st.  
 Thompson, Irene C., Pitcher.....145 Labrosse st.  
 Thompson, Josephine L., Trowbridge...145 Labrosse st.  
 Thompson, Lucy W., Craft .....145 Labrosse st.  
 Thompson, Margaret Emma, C. High....600 Third ave.  
 Thompson, May, Amos .....302 Porter st.  
 Thompson, Minnie L., Parke.....727 Kirby ave. e.  
 Thompson, Susie K., Jackson.....257 Congress st. e.  
 THOMSON, ELLA A., Fairbanks.....71 Joy st.  
 THORNE, VIRGINIA S., Dickinson.....293 Park st.  
 Thurston, Lila M., Potter.....1101 Fourth ave.  
 Tibble, Maria, Scripps.....787 Congress st. e.  
 Tivy, Lulu K., McGraw.....603 Sixteenth st.  
 Tobin, Mary L., Franklin.....278 Brooklyn ave.  
 Todt, Julia E., Duffield.....550 Fourteenth ave.  
 Toomey, Helen, Field.....459 Champlain st.  
 Toomey, Margaret, Van Dyke.....459 Champlain st.  
 Towle, Winifred, Irving.....385 Fourth ave.  
 Treacey, Matilda M., Campbell.....963 Hastings st.  
 Trix, Caroline, Amos.....227 Trumbull ave.  
 Trombley, Fanny F., Gillies.....831 Fort st. w.  
 Truman, Maria, Bishop.....233 Alexandrine ave. w.  
 TRYBOM, J. H., Supervisory.....Ste. Claire Hotel.  
 Turnbull, Belle L., E. High.....912 Cass ave.

Turnbull, Ellen M., Owen.....74 Adams ave. w.  
 Turnbull, Ida, Barstow.....80 Hazel st.  
 Twiggs, Templeton Pembroke, C. High.517 Lincoln ave.

## U.

Ulber, Marguerite, Van Dyke.....375 Van Dyke ave.  
 Urenn, Elizabeth, Norvell.....80 Madison ave.  
 Utter, Mary E., Garfield.....369 Farnsworth ave.

## V.

VAN ADESTINE, ELIZABETH, School for Deaf.

114 Winder st.

Vandenbergh, Ora H., Scripps.....84 Theodore st.  
 Van Dorp, Eleanor, Pitcher.....250 Wabash ave.  
 Viets, Emily H., Washington N.. "Varney," 88 Park st.  
 Voelkel, Antoinette, Campbell.....683 McDougall ave.  
 Voorheis, Zaide, Pitcher.....301 Maybury ave.  
 Votey, Clara C., Fairbanks.....1453 Twelfth st.

## W.

Wakeley, Anna D., Jackson.....316 Jos. Campau ave.  
 Wakeley, Kate S., Bellevue.....336 Warren ave. e.  
 Walker, Edith M., Columbian...684 Milwaukee ave. w.  
 Walker, Elizabeth G., Scripps.....197 Iroquois ave.  
 Walker, Henrietta A., Webster.....273 Harrison ave.  
 Wallace, Ellen D., Washington N.. "Varney," 88 Park st.  
 Wallace, Flora E., Cass.....24 Montcalm st. w.  
 Walsh, Margaret, Harris.....452 Sixteenth st.  
 Walsh, Mattie P., Campbell.....246 Fifth st.  
 Ward, Anna E., Norvell .....328 Hendrie ave.  
 Ward, Margaret E., Garfield.....328 Hendrie ave.  
 Warner, Frances L., Barstow....120 Milwaukee ave. w.  
 Warner, F. Nina, Fairbanks.....860 Brush st.  
 Warnke, Pauline, Craft.....807 Fourteenth ave.  
 Warren, Minetta L., Russell.....88 Joy st.  
 Watch, Bessie Mae, Firnane.....608 Champlain st.  
 Watkins, Annie L., Irving.....248 Canfield ave. w.  
 Watkins, Belle M., Campau.....307 Warren ave. e.  
 Watkins, Laura A., Trowbridge.....156 Joy st.  
 Watkins, Marion, Harris.....307 Warren ave. e.  
 Watson, Nellie, Houghton.....76 Abbott st.  
 Weatherby, M. Emmett, Tilden.....1403 Second ave.  
 Weatherby, Lilian S., Tilden.....1403 Second ave.  
 Webb, Kate J., Gillies.....843 Lafayette ave.  
 Webster, Florence, Estabrook.....226 Wabash ave.  
 Weidemann, Mathilde, Washington N..116 Monroe ave.

Weir, William W., W. High.....	493	Fourteenth ave.
Weiser, Christian F., E. High.....	889	Mt. Elliott ave.
Welch, Annie, Irving.....	262	Putnam ave.
Welch, Ine M., Hancock.....	184	Bagg st.
Welles, Minna H., Craft.....	103	Elm st.
Welton, Edna M., Bagley.....	513	Warren ave. w.
Welz, Bertha D., Roberts.....	166	High st. e.
Welz, Caroline, Bishop .....	166	High st. e.
WELZ, LEILA L., Johnston.....	167	Elizabeth st. e.
Werner, Emma J., Bellevue.....	256	Mt. Elliott ave.
Wesselhoff, Gertrude L., Berry.....	1143	Concord ave.
Weymouth, Anne R., Jefferson.....	312	Fourth ave.
Wheaton, Addie L., Dickinson.....	230	Avery ave.
Wheeler, Blanche Dodge, Preston.....	204	Locust st.
Wheeler, Camilla M., Russell.....	15	Hooker ave.
Whelan, Mary M., Tilden.....	1021	Fourth ave.
Whipple, Anna M., Pitcher.....	243	Beecher st.
WHITE, KATHERINE B., Roberts.....	437	Fort st. e.
Whiteside, Adrienne, Owen.....	243	Avery ave.
Whitley, Sara, Alger.....	411	High st. w.
Whitney, Eugene C., Cass .....	209	Hancock ave. e.
WHITNEY, S. EMORY, Cass.....	209	Hancock ave. e.
Widner, Belle, Harris.....	92	Farnsworth ave.
Wigle, Pearl B., Bellevue.....	596	Champlain st.
Wilcox, Carrie L., Bishop.....	326	Hendrie ave.
Willcox, Mabel B., Tappan.....	362	Baker st.
Wilkinson, Arthur A., W. High....	193	Twenty-third st.
Wilkinson, Emily L., Bellevue.....	456	Champlain st.
Willebrands, Louise E., Barstow.....	567	Mullett st.
Williams, B. Marie, Gillies.....	630	Clark ave.
Williams, Carrie E., Bellefontaine.....	15	Hooker ave.
Williams, Edith M., Everett .....	15	Hooker ave.
Williams, Emma, Berry .....	135	Alfred st.
Williams, June M., Hickey .....	501	Cass ave.
Williams, May, Alger ... ..	120	Edmund Place.
Willmarth, Marietta, Irving.....	289	Hancock ave. e.
Willoughby, Ruth A., W. High.....	422	Boulevard w.
Wilson, Adelaide M., Campau.....	293	Fourth st.
Wilson, Jean W., E. High.....	175	Howard st.
Wilson, Margaret S., Brownson.....	86	Fourteenth ave.
Wiltsie, Katharine D., W. High.....	397	Second avé.
Winchester, Birdenia D., Preston....	249	Junction ave.
Wineman, Catherine, Duffield....	1295	Jos. Campau ave.
Winter, Wilhelmina, Hancock.....	494	Merrick ave.
Withinton, H. Clementine, Hancock.	524	Hancock av. w.
Wolenburg, Sylvia, Ferry.....	75	Winder st.
Wolfschlagel, Mary J., Cass.....	11	Beech st.

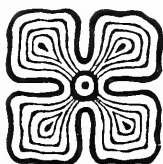
Wolverton, Annie W., Washington N.....253 Fort st. e.  
 Wood, Alice M., Clinton.....27 Bagley ave.  
 Wood, Ella, Farrand.....29 Piquette ave.  
 Woolrich, Lolita L., E. High.....309 Holcomb ave.  
 Wren, Monica, Wilkins.....220 Howard st.  
 Wright, Harry Dale, C. High.....435 Lincoln ave.  
 Wylde, Elizabeth R., Jefferson.....299 Merrick ave.  
 Wyles, Fannie M., Wilkins.....255 Lafayette ave.

## Y.

YEAGAR, FRANCES, Brownson.....187 Theodore st.  
 Yendall, Blanche L., Poe.....300 Lincoln ave.  
 Yendall, Edith, Washington N.....300 Lincoln ave  
 Yost, Maud, Field.....511 Fourth ave.  
 Young, Clara, Cass .....37 Willis ave. w.  
 Young, Elizabeth, Newberry .....46 Winder st.  
 Young, Harriet, Duffield .....37 Willis ave. w.  
 Young, Helen, Bishop.....54 Elizabeth st. e.  
 Youngs, Julie E., Washington N.....559 Cass ave.

## Z.

Zachereder, Grace, Williams.....55 Chandler ave.  
 Zuger, Cecelia T., Norvell.....703 Jos. Campau ave.



# RULES

## OF THE

# BOARD OF EDUCATION

## OF THE CITY OF DETROIT

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### ANNUAL MEETING.

Rule 1. The annual meeting of the board shall be held on the first day of July in each year, except when such day shall occur on Sunday, in which case it shall be held on the day following. Such meeting shall be for the purpose of organization only, and a President and President pro tem. shall be elected by a viva voce vote in the manner described in Rule 2 for the ensuing year. A majority vote of those present shall be necessary to elect.

### OFFICERS.

2. The officers of the board shall be a President, a President pro tem., a Secretary, a Treasurer, a Superintendent of Schools and a Supervisor of Property. The election of these officers shall be by a viva voce vote in each case, the Secretary calling the roll and each inspector rising and naming the candidate of his choice. A majority of the inspectors present shall be necessary in each case to elect. The election of an officer shall be absolute, and the rules as to notice of reconsideration shall not apply.

The offices of the board shall be open from 9 o'clock a. m. to 5 o'clock p. m. continuously every day, except Sundays and legal holidays, and on Saturdays until 1 o'clock p. m. All employees of the offices shall be granted two weeks' leave of absence each year, without loss of pay, to be taken at such times (subject to the approval of the President of the board) that the work of the various departments will not be interfered with.



## THE PRESIDENT.

3. The President shall have the usual powers and be charged with the ordinary duties pertaining to that office. He shall appoint all standing committees, and also all special committees, unless otherwise ordered, and call meetings of the board when he shall deem it necessary. He shall countersign all warrants on the Treasurer, and make such requisitions for moneys due the board as are provided by law. He shall, on or before the first day of September in each year, appoint suitable persons to take the school census, as prescribed by law, at a compensation to be fixed by the board, and approve the bills, if correct, for doing this work. He shall be ex-officio a member of all standing committees, but without right to vote therein.

## PRESIDENT PRO TEM.

4. The President pro tem. shall have the powers and perform the duties of the President, in case of the absence from the city, sickness, or disability of that officer.

## SECRETARY.

5. The Secretary shall be elected by a viva voce vote in the manner prescribed in Rule 2, at the second regular meeting of the board in July in each alternate year, for the term of two years, the term of office to date from said second meeting in July. A majority vote of the members present shall be necessary to elect. He shall hold his office until his successor is duly elected and qualified. Before entering into the duties of his office he shall execute a bond satisfactory to the board in the sum of ten thousand dollars (\$10,000), conditioned on the faithful performance of his duties, which bond shall be deposited with the President.

## DUTIES OF THE SECRETARY.

6. He shall keep a full and faithful record of the proceedings of all meetings of the board. He shall keep full and accurate books of account, showing all items of receipts and expenditures by the board, and shall report the condition of the funds at the first regular meeting of each month. He shall keep an account of each specific amount as allowed for the maintenance of schools by the Common Council and

Board of Estimates, showing therein all the items of expenditures. He shall report from time to time, when requested by the chairman of the Committee on Finance, the condition of the finances of the board as it bears upon the annual estimates. He shall keep in charge and distribute, on proper requisition, all free text books and school supplies. He shall have charge of all janitors' supplies and deliver them to the school buildings on a requisition properly signed by the principal, keeping an account with each school in respect to the same. He shall keep an account with each school, showing all the items of expenditure thereon, except for tuition. He shall draw all warrants on the Treasurer for the payment of regularly audited accounts, and at the first regular meeting in each month shall report the same for the preceding month.

He shall, between the tenth and fifteenth days of October, in each year, make such report to the State Superintendent of Public Instruction as is required by law, for the purpose of obtaining the apportionment of public moneys belonging to the board.

He shall act as the business manager of the board, under such regulations as the board may establish. He shall meet with any committee when requested by the chairman so to do, and perform such other duties as usually pertain to the office of Secretary, or which may be required by the board. He shall notify the chairmen of the respective committees of all matters referred to their committees.

He shall notify all members and officers of the board of the filing of notices of reconsideration and of the receipt of all vetoes from the Mayor.

#### TREASURER.

7. A Treasurer of the board shall be elected by a viva voce vote in the manner prescribed in Rule 2, at the first regular meeting in July, for the term of one year. A majority of the Inspectors present shall be necessary to elect. Before entering upon his duties he shall execute a bond to the board, with at least three satisfactory sureties, or a bond of a guaranty company authorized to transact business in this State, and satisfactory to the board, in the sum of \$150,000, which amount the board may require to be increased at any time in its discretion, with additional and satisfactory

surety. Such bond or bonds shall be conditioned on the faithful performance of his duties, and for accounting for, or paying over, all school moneys that may come into his hands, as shall be directed by the board.

#### DUTIES OF THE TREASURER.

8. He shall receive from the proper sources and have the custody of all moneys belonging to the board, and shall be responsible for their safe keeping. He shall keep a regular set of books, containing a full account, under appropriate heads, of all moneys received and paid out by him, which books shall be open to the inspection of the Committee on Finance of the board. He shall make an annual report to the board, at the first meeting in July of each year, showing the financial operations of the board during the preceding fiscal year, and shall also make a monthly report of his receipts and disbursements of funds belonging to the board, which report shall be filed with the Secretary, and, at the same time, he shall return the vouchers referred to in the report.

#### SUPERINTENDENT.

9. The Superintendent, as chief executive officer of the board, and under its direction, shall have the superintendence of all schools and teachers, and supervision of all public school buildings, grounds, books, furniture and apparatus belonging thereto.

The Superintendent shall be elected by a viva voce vote in the manner prescribed in Rule 2 at the first regular meeting of the board in July, or at any subsequent regular meeting of each third year. The term of office of the appointee shall commence and date from said first regular meeting in July. A majority of the Inspectors present shall be necessary to elect.

#### DUTIES OF THE SUPERINTENDENT.

10. The Superintendent shall, when requested by the chairman, meet with any committee of the board for consultation, and shall attend the meetings of the board and of the Committees on Teachers and Schools and Text Books and Course of Study, unless otherwise requested by the board or the respective com-

mittees, and he shall have the right to speak in such meetings. He shall devote himself exclusively to the duties of his office; shall keep office hours, other than school hours, at a place provided for this purpose, which place shall be the depository of the educational books and papers of the board; shall visit the schools as frequently as his other duties will permit; give special attention to the classification of pupils and their courses of study; devise and prescribe rules for the keeping of school records; attend to instances of misconduct of pupils, when reported to him, and also to complaints against teachers, and when either cannot be satisfactorily adjusted by him, report the same to the Committee on Teachers and Schools. He shall report to the same committee remiss and incompetent teachers, necessary changes in the school limits, and he shall assist such committee in the examination of teachers. He shall appoint, with the consent of the chairman of said committee, substitutes for teachers who are temporarily absent, and name the compensation due such substitutes. He shall have authority to assign members of the Normal Training School to vacancies; also teachers returning from leave of absence, and to make any transfer he may deem advisable; but any assignments, changes or transfers made by him shall be reported to the board at its next meeting. He shall hold monthly advisory meetings with the principals of all the schools, and institutes for the instruction of teachers, at least once in each school month. He is authorized to dismiss schools for these purposes, and to dismiss any school temporarily, to grant leave of absence to any teacher, for good and sufficient purposes, and to transfer pupils from one school to another, when deemed of advantage. He shall report to the board at its first regular meeting in July a complete inventory of all books, furniture and apparatus contained in the school buildings.

He shall prepare and submit to the board an annual report at the first meeting in November of each year concerning matters under his charge; see that all the rules of the board are faithfully observed, and perform such other duties appertaining to his office as the board may require or direct him to do. It shall also be the duty of the Superintendent, as far as he can do so without interfering with other duties, to see to the enforcement of the law entitled "An Act

to Provide for the Compulsory, Reformatory Education of Juvenile Disorderly Persons," passed by the Legislature on the 26th day of April, 1895.

### SUPERVISOR.

11. The Supervisor shall be elected by a vive-voce vote in the manner prescribed in Rule 2, at the first regular meeting of the board in April of each alternate year, for the term of two years. The term of office shall date from the first of May following said regular meeting in April. A majority of the Inspectors present shall be necessary to elect.

### DUTIES OF THE SUPERVISOR.

12. The Supervisor shall superintend the receiving, storing and distribution of fuel. He shall have charge of all school building material and supplies used for repairing buildings, fences, walks, etc. He shall have the supervision and direction of the janitors, engineers and assistants, subject to the approval and rules of the Committee on Supplies and Janitors. He shall, under the direction of the board, employ mechanics and laborers, superintend their employment and certify their pay rolls. He shall also superintend, under the direction of the proper committee, the construction of new school buildings or additions, and all repairs, alterations and improvements in school houses, fences, walks, out-houses, etc., keeping a detailed account of labor and material used in such repairs, alterations and improvements in and about each building. He shall, in January of each year, recommend to the board such repairs, alterations and improvements in and about school houses as he may deem necessary, together with his estimate in detail of the cost of the same. He shall provide and maintain at his own expense a suitable horse and vehicle, for use upon the business of the board. He shall make a report to the board at its first regular meeting in March, giving a complete inventory of all movable property in the different store rooms and unoccupied schools.

### REMOVALS.

13. Any officer of this board may be removed for cause by a vote of two-thirds of the members elect,

under such form of procedure as a majority of the board may direct for the particular occasion.

#### STANDING COMMITTEES.

**14.** There shall be eight standing committees, which shall be appointed by the President at or before the first regular meeting in July in each year, to serve until their successors are appointed. Should a member of any committee be absent four successive meetings of the committee, the President shall have power to declare the position on said committee vacant and to fill the vacancy. These committees shall be as follows:

- (a) On Judiciary, to consist of three members.
- (b) On Teachers and Schools, to consist of five members.
- (c) On Text Books and Course of Study, to consist of five members.
- (d) On Finance, to consist of three members.
- (e) On Real Estate and School Buildings, to consist of five members.
- (f) On Supplies and Janitors, to consist of five members.
- (g) On Sanitation, to consist of three members.
- (h) On Rules, to consist of three members.

## DUTIES OF COMMITTEES.

### JUDICIARY.

**15.** The Committee on Judiciary shall have charge of all legal matters pertaining to the board; and all such matters, unless otherwise ordered, shall be referred to them. They shall also examine any bonds, contracts or other writings referred to them for that purpose by the President or Secretary, or any committee of the board, and shall report to such officers or committee their opinion as to the construction and validity of such writings.

### TEACHERS AND SCHOOLS.

**16.** The Committee on Teachers and Schools, with the Superintendent and such other professional help as they may deem proper, shall have charge of the examination of all candidates, and the nomination and assignment of all teachers in the public schools. They shall hold at least two examinations each year, as provided in Rule 75, at which all persons desiring to become teachers in the public schools may present themselves. Notice of such examination shall be given for one month by posting a written notice in a conspicuous place in the rooms of the Board of Education. Other examinations may be held as necessity may require.

**17.** The committee shall, at the second regular meeting of May of each year, report to the board a list of those whom it recommends for appointment as supervisors, principals and teachers, with their respective salaries, and in the case of principals and teachers, with the schools to which they are assigned; provided, that any vacancy which may occur during term time may be filled by the committee, subject to the approval of the board at its next meeting.

The report referred to herein shall be received and printed in the proceedings, and lie on the table until the next meeting of the board.

**18.** All questions of discipline which, in the opinion of the Superintendent, require action by the board, and all charges affecting the character and qualifications of a teacher, shall be referred to this committee, who shall investigate the same, and report to the board such recommendation as they may deem necessary.

19. The committee, with the Superintendent, shall determine the boundaries of school districts and the division of the children among the several schools.

#### TEXT BOOKS AND COURSE OF STUDY.

20. The Committee on Text Books and Course of Study with the Superintendent and such other professional help as they may deem proper, shall consider all matters relating to the course of study, the appointment of subjects among the several grades, the introduction of new subjects of study, and the methods of instruction in the public schools. In the month of May of each year, and at no other time, they shall recommend to the board the purchase of such text books and apparatus as may be needed in the course of study, but such recommendation shall not be acted upon until the next meeting of the board. Before the purchase of any text book not in use each member of the board must be supplied by the publisher with a copy of such book for inspection. They shall also direct the Secretary, at the proper time in each year, to advertise for a number of days, not to exceed seven, in each of the daily papers having a sworn circulation of over 10,000 copies daily in the City of Detroit he may select, for proposals for supplying text books, apparatus and school stationery and supplies needed during the ensuing year.

#### FINANCE.

21. The Committee on Finance shall examine into and report upon all such matters relative to the revenues of the board as may be referred to them. They shall inquire into the state of the debt, the revenues and expenditures of the board, and what, if any, retrenchments can be made with advantage. They shall examine all contracts made by the board, and report upon the sufficiency of all official bonds. They shall examine and report to the board, at least once in every three months, the condition of the books, papers, vouchers, securities, deposits and disbursements of the Treasurer and Secretary. This committee shall also cause to be examined and investigated thoroughly the title of all real estate upon which a loan secured by bond or mortgage is proposed for investment of the Permanent Fund of the Teachers' Retirement Fund, and no such loan shall be made without a favorable recommendation from this committee and a majority vote of the Board of Education.



## REAL ESTATE AND SCHOOL BUILDINGS.

**22.** It shall be the duty of the Committee on Real Estate and School Buildings to examine into and report upon the desirability, value and titles of all lands to be purchased for the use of the schools, and of all leases of buildings for school purposes.

**23.** They shall also recommend to the board plans and specifications for all new school buildings, and have the general oversight of the construction and finishing of the same, and of all necessary sewers, out-buildings, fences and sidewalks.

**24.** They shall also examine into and report upon all questions of the necessity and desirability of repairs to or alterations and improvements in school buildings or their appurtenances, and shall have the supervision of such repairs or alterations.

**25.** They shall also have charge of all matters relating to insurance upon the property of the board.

**26.** They shall also at the close of each fiscal year, which terminates on the thirtieth of June of each year, make a full and complete list of the real estate owned by the board, together with an estimate in detail of its value. This inventory shall specify the number of school buildings, together with the number of rooms and school sittings in each, the number of unoccupied lots owned by the board, and all buildings or rooms leased by the board, with the duration of the leases, names of lessors, and amount of rent, and such other information as they may deem of value to the board.

## SUPPLIES AND JANITORS.

**27.** The Committee on Supplies and Janitors shall, from time to time, recommend the purchase of such furniture, fuel, janitors' supplies and miscellaneous articles as may be found necessary. So far as practicable all purchases shall be made through sealed proposals, and, in furtherance of that end, the committee shall, in March of each year, direct the Secretary to advertise for a number of days, not to exceed seven, in such daily papers having a sworn circulation of over 10,000 copies daily in the City of Detroit, as he may select, for proposals for supplying whatever furniture, fuel, janitors' supplies and miscellaneous articles as may be needed for the schools or by the board during the ensuing year.

**28.** They shall, at the close of each year, cause to be made a complete list of the movable property of the board not included in the Superintendent's inventory.

**29.** They shall also recommend to the board suitable persons for janitors of the school houses, and recommend rules for the government of the same, and have charge of their enforcement.

### SANITATION.

**30.** It shall be the duty of the Committee on Sanitation to inform themselves, and advise the board from time to time, in regard to all matters relating to the warming, ventilating and lighting of the school rooms; the sanitary condition of the buildings and grounds, and all matters relating to vaccination, contagious diseases, and the general health of the pupils and teachers, recommending to the board such action as they may deem necessary.

### RULES.

**31.** It shall be the duty of the Committee on Rules to submit to the board, from time to time, such rules and regulations, by-laws and ordinances, as they may deem proper and necessary, relative to the proper conduct of the business of the board, and to the management of the schools under its control; also to suggest or recommend such change, amendment or abrogation of existing rules as they may deem proper.

### MEETINGS OF THE BOARD.

**32.** Regular meetings of the board shall be held on the second and fourth Thursdays of each month, at 8 o'clock p. m., city time.

**33.** Special meetings may be called by the President, or they shall be called by the Secretary on the written requisition of six members; but no business shall be transacted, except that for which the meeting was called, and which shall be stated in the call. Notice shall be given by mail or messenger at least 24 hours before the hour of meeting.

### ORDER OF BUSINESS.

**34.** First—Reading of minutes of the last meeting or meetings.

Second—Special order.

Third—Unfinished business.

Fourth—Communications from the President.

Fifth—Communications from the Secretary.

Sixth—Communications from other officers.

Seventh—Reports of Committees in the following order:

- 1—Judiciary.
- 2—Teachers and Schools.
- 3—Text Books and Course of Study.
- 4—Finance.
- 5—Real Estate and School Buildings.
- 6—Supplies and Janitors.
- 7—Sanitation.
- 8—Rules.
- 9—Special Committees.
- 10—Resolutions.
- 11—Miscellaneous Business.

#### POINTS OF ORDER.

**35.** The Chair shall preserve order and decorum. He may speak to points of order in preference to other members. He shall decide questions of order, subject to appeal to the board, which appeal must be made and seconded to be entertained, and no other motion shall be in order until the question on the appeal shall be decided. No member shall speak more than once upon an appeal, except by unanimous consent.

#### ORDER OF SPEAKING.

**36.** No member shall speak more than twice upon the same question, nor more than five minutes at one time, without the consent of the board.

#### VOTES.

**37.** The Chair shall declare the result of all votes. He may, in his discretion, order a vote by yeas and nays, and shall do so upon the demand of three members. All votes relating to disbursements of money, incurring liability, or disposing of property, shall be taken by yeas and nays, and entered upon the record. When the yeas and nays are called every member shall vote, unless excused by the board. When a vote is being taken no motion shall be entertained, except a motion to excuse a member from voting.

#### MOTIONS.

**38.** When any question is before the board, no motion shall be entertained except the following, and they shall have the precedence, and be put by the Chair, in the order named:

First—To adjourn.

Second—To lay on the table.

Third—For the previous question.

Fourth—To postpone to a day certain.

Fifth—To refer to a committee.

Sixth—To amend.

Seventh—To postpone indefinitely.

39. (a) Motions to adjourn, to lay on the table, and all motions relating to questions of order, shall be decided without debate. Motions shall be put by the Chair in the order in which they are made, unless the subsequent motion shall be previous in its character, except that in naming sums and fixing times the largest sum and the longest time shall be put first. After a motion is seconded and stated by the Chair, it shall be disposed of by vote of the board, unless withdrawn by the mover, with consent of the supporter, before decision or amendment.

(b) A motion for the previous question shall be put by the Chair in the following form: "Shall the main question be now put?" and all debate shall be suspended until this motion shall have been decided. The effect of the previous question, if ordered, shall be to put an end to all debate and bring the board to a vote upon amendments, if there be any, in their regular order, and then upon the main question, and pending this vote no debate and no motion shall be in order. Should the board adjourn with any question pending, said question shall lie upon the table to be considered as unfinished business at any subsequent meeting. A question susceptible of division shall be divided upon the demand of any member.

(c) A motion to reconsider may be made at the same meeting by any member who voted on the prevailing side of the question at issue. A two-thirds vote of the Inspectors present shall be necessary to carry the motion.

A motion to reconsider at the first subsequent meeting may be made by any member who voted on the prevailing side of the question at issue, provided that written notice of intention to move a reconsideration shall have been filed with the Secretary not later than the specified hour for closing the office on the second day following the meeting at which the original motion was made or the original report was adopted.

No resolution or proceeding shall be presented to the

Mayor until the time for filing notice of reconsideration has expired, nor shall any resolution or proceeding be presented to the Mayor concerning which notice of reconsideration has been filed.

(d) A motion which fails cannot be renewed at the same meeting.

(e) No resolution and no communication from any employe, where a new expenditure of public school funds is involved, shall be acted upon at the meeting at which it is introduced or offered, if objected to by any member, but it shall lie upon the table, to be taken up as unfinished business at the next or any subsequent meeting.

(f) Pending the order, Introduction of Resolutions, a motion for adjournment shall not be in order.

#### REPORTS, ETC., TO BE IN WRITING.

**40.** All reports and resolutions shall be in writing; and any motion or proposition may, in the discretion of the Chair, be required to be submitted in writing.

#### ANNUAL REPORTS.

**41.** Annual reports shall be made at the first regular meeting in November by the President, Secretary, Superintendent, Treasurer, and by the Standing Committees on Real Estate and School Buildings, Supplies and Janitors, and by the Commissioners of the Public Library, which annual reports shall be published.

#### FUNDS.

**42.** The funds of the board, which shall be kept under separate accounts, shall consist of the following:

(a) **Building Fund.**—To which shall belong all moneys levied and collected, and which are to be expended for land, buildings and permanent improvements, as provided in Section 14 of the Amended School Act.

(b) **Maintenance Fund.**—To which shall belong all moneys collected for the payment of salaries of janitors, officers and clerks, for the payment of repairs, both general and special, and all other moneys collected, not specially provided for.

(c) **Teachers' Salary Fund.**—To which shall belong all moneys appropriated and collected for the payment of salaries of teachers.

(d) **The Contingent Fund** is a sum not exceeding two

hundred and fifty dollars (belonging to the Maintenance Fund), placed in the custody of the Secretary, who shall be accountable for the same.

From the Contingent Fund the Secretary is authorized to advance or pay incidental or petty expenses, also items of urgently needed supplies, subject to the approval of the proper committees, and reimbursement through the action of the board.

### TEACHERS.

43. Teachers in the public schools shall be appointed by the board on the nomination of the Committee on Teachers and Schools, for the term of one school year; provided, that a teacher may be dismissed upon thirty days' notice; or at any time for wilful violation of any rule of the board, or for misconduct or incompetency. The pay of substitute teachers shall be deducted from the salary of the absentee, and the compensation of said substitute shall be fixed by the Superintendent, with the consent of the chairman of the Committee on Teachers and Schools.

### JANITORS AND ENGINEERS.

44. Janitors and engineers shall be appointed by the board on the nomination of the Committee on Supplies and Janitors, and they shall be subject to removal at any time by the Committee on Supplies and Janitors, said removals being reported to the board for action at its next subsequent meeting. In case of the absence of a janitor or engineer on account of sickness or otherwise, the salary of the substitute shall be deducted from the salary of the janitor or engineer and the compensation of a janitor or engineer shall cease after a continuous absence for one month.

### SALARIES.

45. Salaries for all positions shall be named at the time and before the nomination or appointment, as follows: Superintendent, Secretary, Supervisor, at \$— per annum (payable monthly); teachers, at \$— per school month; clerks, storekeepers and janitors, at \$— per calendar month; teachers of evening schools, at \$— per day. The pay of workmen shall be fixed by the Secretary and Supervisor jointly, at the time of employment, and be at a rate per day.

### BILLS—HOW AUDITED.

46. Pay rolls for salaries, estimates of contractors and bills for payment of all purchases must in all cases be certified by some officer of the board knowing their correctness and attached to a voucher on which shall be entered the name, date, amount, etc. When allowed and audited by the proper committee, the voucher shall be so certified by the chairman; shall be reported to the board by such committee, and if the board shall approve and order payment of same, such action, with the date thereof, shall be endorsed thereon by the Secretary. Committee reports on pay rolls and bills to be considered duly audited, shall have affixed thereto the signatures of the majority of the proper committee. No bills shall be paid unless so audited and approved.

### BILLS—BY WHOM AUDITED.

47. Pay rolls of officers and clerks shall be audited by the Committee on Finance; of teachers, by the Committee on Teachers and Schools; of janitors and engineers, by the Committee on Supplies and Janitors; of workmen and bills for labor, by the Committee on Real Estate and School Buildings; bills for text books, apparatus and school stationery and supplies, by the Committee on Text Books and Course of Study; bills for furniture and supplies, by the Committee on Supplies and Janitors; payments on contracts for new buildings, and for the purchase of real estate, and for insurance, by the Committee on Real Estate and School Buildings.

### BILLS—HOW PAID.

48. All teachers, janitors and workmen, drawing money from the Board of Education, shall be paid by check on the Treasurer of the board; said check to be made payable to the order of the payee, and drawn by the Secretary of the board against a warrant countersigned by the President upon approval by the proper committee.

### AUTHORITY TO INCUR LIABILITY.

49. No member or officer shall incur any liability against the board unless previously authorized; provided, that in case of urgent necessity, the Secretary

shall be authorized, with the consent of the chairman of the proper committee, to incur a liability not exceeding fifty dollars.

### PURCHASES.

**50.** All purchases of furniture and supplies and of all material needed in making repairs and in doing any work, shall be made by the Secretary, under direction of the proper committee, as authorized by the board. All purchases exceeding \$100 in amount shall be made from the lowest responsible bidder, unless the board otherwise direct. Purchases shall be made upon numbered orders, and when bills are rendered for such goods said bills shall give the number of the order upon which the goods were supplied.

Special supplies for special departments of the High Schools may be ordered by the principals of the High Schools on a printed blank furnished by the Secretary, a duplicate of each order to be sent the same day by the principal to the Secretary, but no purchase may be made to exceed \$25.00 in amount. Repairs or new construction must be asked for in the usual way.

### AMENDMENTS.

**51.** These rules may be amended at any regular meeting by vote of a majority of the board, said amendment having been proposed at a previous meeting.

### RULES MAY BE SUSPENDED.

**52.** The rules of the Board of Education and the general rules and regulations covering schools, pupils, teachers, etc., can be suspended at any regular meeting of the board by a two-thirds vote of the members present.

### PARLIAMENTARY LAW.

**53.** The rules of parliamentary practice comprised in Roberts' "Rules of Order" shall govern the board in all cases to which they are applicable, and in which they are not inconsistent with these rules.

### SCHOOL CENSUS.

**54.** The school census of the city must be taken according to law, between the first day of September



and the first day of October in each year, and the same, with the affidavit of its correctness, to be made by the person or persons taking it, shall be filed with the Secretary on or before the last named day. Said school census shall show the number of children between five and (under) twenty years of age; the number between eight and (under) fourteen, and the number who have not attended any school.

#### LIBRARY COMMISSIONERS.

**55.** A member of the Board of Commissioners of the Public Library shall be elected by a viva voce vote in the manner prescribed in Rule 2, at the first regular meeting in December of each year. Elections to fill vacancies in the Board of Commissioners of the Public Library shall be by viva voce vote in the manner prescribed in Rule 2.

# GENERAL RULES AND REGULATIONS

## GOVERNING

### Schools, Pupils, Teacher, Etc.

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#### SCHOOLS.

**56.** The fiscal and statistical year shall begin on the first day of July in each year.

**57.** The schools shall be in session forty weeks in each year, and five days in each week, opening on the first Monday in September. The forty school weeks shall be divided into two terms of twenty weeks each. The remaining twelve weeks shall be divided into three vacations, to be determined by the Committee on Teachers and Schools, and reported to the board at the first regular meeting in August.

**58.** (a) The daily session of all whole day primary and grammar schools shall consist of five and one-half hours of clear working time, including two short intermissions. This daily session shall be divided into two main parts by a noon recess of at least one hour and fifteen minutes.

(b) The time for beginning the morning session shall be at 8:45, preceded by an interval of fifteen minutes between bells, and shall close at 12 m. for grammar grades, and at 11:45 for primary grades. The time for beginning the afternoon session shall be at 1:30, preceded by an interval of fifteen minutes between bells, and shall close at 3:45 for grammar grades, and at 3:30 for primary grades.

(c) Each session of the half-day school shall comprise two and three-fourths hours' working time, divided into nearly equal parts by a recess of ten minutes.

(d) Changes desired under paragraph (b), to meet the special requirements of any school, may be made by the Superintendent, at his discretion.

**59.** In the grammar department, there shall be a recess of fifteen minutes in the forenoon, and in the primary department the recess shall be fifteen minutes both in the forenoon and afternoon sessions.

**60.** The High School shall be in session from eight o'clock and thirty minutes until one o'clock and five minutes. This session shall include a recess of ten minutes.

(a) Any student whose attendance is irregular, or work unsatisfactory, may be required to return to the High School for study in the afternoon for a period not to exceed two and a half hours.

**61.** The regular holidays shall be such as are made so by law, or designated by national or state authority. No other holidays are permissible, except by express order of the board.

**62.** The course of study prescribed for the several departments of the public schools shall be arranged for an average attendance of twelve years, as follows:

(a) The Primary Department shall include the first, second, third and fourth grades, or years;

(b) The Grammar Department shall include the fifth, sixth, seventh and eighth grades, or years;

(c) The High School Department shall include the ninth, tenth, eleventh and twelfth grades, or years.

**63.** Pupils pursuing the studies prescribed for the first half of any grade, or year, shall comprise the B class, and those pursuing the studies of the last half of any grade, or year, shall comprise the A class.

**64.** Examinations for promotion shall be made, and promotion allowed, or refused, by the Principal of the school concerned, subject to revision by the Superintendent. Examinations for promotion from the primary to the grammar school department shall be made under the direction of the Superintendent. Examinations for admission to the High School shall be made upon questions prepared by the Superintendent, and covering the course of study pursued in the grammar schools, and all results of such examinations shall be determined by him, with the advice of the Principal of the High School and the President of the board.

**65.** All regular examinations for admission to the High School shall be so conducted that pupils shall,

until final results are determined, be indicated only by numbers assigned to them, and known to themselves alone.

**66.** Examinations for promotion shall be held whenever any individual pupil, or classes of pupils, exhibit reasonable evidence of readiness for promotion; provided, that the regular examinations for admission to the High School shall be held only twice in each year, or near the close of each half-yearly school term, after suitable public notice of the same; that all candidates be required to present themselves at these examinations, and that none not so presenting themselves shall be admitted to the High School, unless it shall be shown that they were detained by urgent and unavoidable reasons, and then only upon an examination equal in all its requirements to the regular examination.

**67.** Public school houses and grounds shall not be used for any purposes but those of the public schools, except upon special order and direction of the Board of Education. All owners of publishing houses or their agents, book sellers and their agents, and dealers in school supplies, apparatus and furniture, and their agents, are forbidden to enter the public school buildings in their capacity as such owners, dealers or agents, during the hours of the school sessions. No smoking will be allowed in any school building at any time.

#### CONDITIONS OF TUITION.

**68.** All children between the ages of five and twenty years inclusive, residing in the City of Detroit, unless excluded for cause, are entitled to seats in the public schools; provided, that children more than six years of age, in case of lack of room for all applicants, shall have preference over younger children.

**69.** Persons of proper school age and of good moral character, who are found proficient in the studies prescribed for the Primary and Grammar schools, are eligible to admission to the High School.

**70.** Pupils excluded for want of room in the schools shall be admitted in the order of priority of application, and vacations shall in no way interfere with this order of admission. Pupils promoted from one room to another in the same building, or returning after illness, are entitled to preference over other applicants. No pupils shall be entered in the B class First

Grade after the sixth week of a school term unless the applicants can be classified in classes already organized, with the exception that during the week after the Easter vacation new classes shall be organized.

**71.** Non-residents, claiming for their children admission to the schools under Section 20 of the Act Relative to Free Schools in the City of Detroit, must present to the Secretary of the Board the receipt of the Receiver of Taxes, showing the amount of their school taxes for the current year upon real estate actually owned or occupied by them within the City of Detroit, and pay to the Secretary such a sum as, added to the amount of their school tax, would make the full amount of the tuition established by Rule 72.

**72.** Children of non-tax-paying non-residents may be admitted to the privileges of the schools upon paying to the Secretary of the Board the sum of fourteen dollars for each school term, in advance, for admission to any primary or grammar school; and the sum of twenty-five dollars per term for admission to the High Schools; provided, that such non-resident pupils shall in no case be allowed to remain in any public school to the exclusion of any pupil residing within the City of Detroit.

Students who are non-taxpaying, non-residents, may be admitted to the privileges of the Normal training class or Kindergarten training class for professional work, upon paying to the Secretary of the board the sum of twenty-five dollars for each school term, in advance; provided, that such non-resident students shall in no case be allowed to remain in either of these classes to the exclusion of any student residing within the City of Detroit.

It is further provided that in case the tuition herein named is not paid by October 1, and March 1, of each fiscal year, such children are denied all further privileges in the schools until all dues are paid, and the Superintendent and principals are hereby charged with the enforcement of this provision without further instructions, except by special permission of the board. In all depositions made for the admission of children of non-resident, non-taxpaying persons, it must be stated that such applicants are legally adopted by the guardian applying for such school privileges, and that he or she is their lawfully appointed guardian.

Children of needy non-tax-paying non-residents may be admitted to the privileges of the schools under the following conditions: Application must be made to the Superintendent by the relative or guardian with whom the child is permanently residing. The application shall be handed to the Chairman of the Judiciary Committee, and if the committee shall find, after investigation, that the case is a worthy one and not prohibited by the rules of the Board, the case shall be reported to the Board and the child may be admitted to the schools on the adoption of the report by the Board.

**73.** Principals shall report to the Superintendent all applications from non-residents for admission to school within one week from date of such application. The Superintendent shall refer all such applications to the Secretary for the settlement of tuition; and the Secretary shall report back to the Superintendent by a certificate showing the amount paid either by taxes or cash, or both, as the case may be. These certificates shall be filed by the Superintendent with the Chairman of the Committee on Finance, and the Superintendent shall also send a duplicate certificate in each case to the Principal of the school.

**74.** All moneys received from non-resident pupils shall be credited to the "Permanent Fund of the Teachers' Retirement Fund."

#### TEACHERS.

**75. 1.** All applicants for the position of teacher or principal or for entrance to the Normal Training, Kindergarten or Substitute Classes, must furnish evidence of good moral character and sound physical health. All applicants for the position of teacher or principal or for entrance to the Normal Training School, Kindergarten Training Classes or the Substitute Class, shall have had elementary courses in science, including Physiology, Botany, Physics and Chemistry, and shall also have had advanced courses in Physical Geography, Drawing and Arithmetic (the latter with reference to underlying principles). All applicants to the above positions (except persons of three years' successful experience as teachers elsewhere, holding a State Certificate, a Wayne County First Grade Certificate, or who holds a diploma from a State University or a diploma from a State Normal

School) shall be required to pass a satisfactory examination along the five general lines:

General fitness.

Scholarship record.

Examination—Written.

Examination—Oral.

Physical Examination (as per blanks), and in the following subjects:

Arithmetic, including Metric System.

Algebra, including Quadratics.

Geometry.

Physics.

Botany.

Physiology.

Drawing.

English Grammar and Composition,

and such other subjects as the Superintendent and the Committee on Teachers and Schools may select. It is provided and understood that the above exceptions to the examinations shall have conformed to the requirements as before enumerated. This rule shall apply to all those now in the Substitute Class, except those who have already passed a successful examination under the direction of this Board.

2. The number of teachers required at any time shall be made up, firstly, of persons holding Detroit Normal Training School Certificates; secondly, of those substitutes who have substituted successfully for two hundred days in the Detroit Public Schools and have passed the examination necessary to enter the Training School; thirdly, of those receiving the highest percentages at the required examinations or those on the accepted list. This rule shall not apply to the appointment of teachers in special studies, provided the applicant has had three years of successful teaching in his or her special branch. The examination shall take place in June and in January, under the direction of the Superintendent and the Committee on Teachers and Schools, with such other help as the Superintendent may select.

3. a. All applications for positions as teachers shall be made through the Superintendent and filed in his office. The marriage of any lady teacher constitutes a resignation. When the principal of a school or a special teacher is absent from duty on account of sickness, only one-half pay shall be allowed during

the first three weeks of such absence, and after three weeks, pay shall cease entirely until return to duty. If the absence is from any other cause than sickness, no pay shall be allowed during the term thereof. The maximum time for which leave of absence shall be granted to any teacher shall be one year.

b. If a teacher is not present in school a day during the first three weeks of a school year, salary is given only for actual time taught. Salary begins with service.

c. If a leave of absence is granted during a term, salary ceases at time leave takes effect.

d. When a teacher is absent and a substitute is employed, the amount required to pay substitute shall be deducted from the salary of the absentee.

e. If the absence is of more than fifteen consecutive school days' duration, the teacher shall receive salary for fifteen school days of such absence, less amount due substitute for a like period.

f. The difference between the teacher's salary and the amount paid teacher and substitute shall be given to the General Fund of the Teachers' Retirement Fund for a period not to exceed one month.

g. After fifteen consecutive school days' absence the salary of teacher shall cease until return to duty.

#### SANITARY MEASURES.

**76.** Teachers are directed to observe the following rules concerning contagious diseases:

(a) Small Pox.—Require pupils, before admission, to exhibit a physician's certificate of effectual vaccination. Exclude all pupils coming from houses where this disease exists, until thirty days after the Board of Health has removed the placard, and has given a certificate of recovery.

(b) Scarlet Fever, and Diphtheria.—Exclude all pupils coming from any house where the disease exists, until ten days after the Board of Health has removed the placard and has given a certificate of recovery.

(c) Mumps, Measles, Whooping Cough, and Chicken Pox.—Exclude the patient until complete recovery, as testified to by a written statement from the attending physician or from a parent that the patient is apparently in good health.

(d) In excluding pupils coming from any house in which small pox, scarlet fever or diphtheria exists, two or several dwellings must be considered as one



house, if there is any direct communication between them—any openings from one into the others; if it is possible to enter or leave the two residences by means of the same hall, stairway or door; or if the rear yards are used in common. If it come to the teacher's knowledge that any pupil visits a house infected by, or attends a funeral of any person dying of any of these diseases, exclude such pupil at once, and refer the case to the Superintendent. Teachers are directed to follow the letter and the intent of these rules, and to refer all questions that may arise to the Superintendent, who shall consult with the Health Officer in all doubtful cases.

**77.** Any pupil not maintaining a due degree of cleanliness, or decency, in person or dress, may be sent home by his teacher to be properly prepared for attendance at school.

**78.** After the close of school, the windows shall be opened and an effectual change of air secured, and at all times every reasonable effort shall be made to prevent the accumulation of impure air in the school rooms, and at the same time to protect children against the danger of sitting in draughts of cold air. During the season of fires, the temperature of school rooms shall be kept between sixty-five and seventy degrees, Fahrenheit, according to the thermometers furnished by the board.

#### TARDINESS, ABSENCE, DETENTION.

**79.** The bell of each school house shall be rung for five minutes, beginning fifteen minutes before the opening of each session, and tolled for two minutes at the opening of the session, and pupils not in their respective rooms at the time of opening shall be marked tardy in the school register. Tardiness shall be considered a violation of the rules of the school, and shall subject the delinquent to discipline. Pupils may enter the school rooms at any time within the fifteen minutes next preceding the opening of the session.

**80.** Pupils are allowed to be absent not more than two quarter days or one half day in each week for the purpose of pursuing such branches of education as their parents or guardians may desire for them; provided, that arrangements for the same be made in advance, by the parent or guardian, with the Principal of the school. Other dismissals by request of parents, unless specially provided for, shall be dealt

with in the manner prescribed for tardiness in these rules.

**S1.** Teachers may require excuses from parents or guardians to be given in person, or by note, in all cases of absence or tardiness.

**S2.** Requests from parents or guardians that pupils be allowed to absent themselves on account of religious holidays, public exhibitions, celebrations, etc., shall be considered valid excuses; provided that such requests be presented in advance, and in person, or by note.

**S3.** Pupils shall not be detained after school at noon more than ten minutes, and only in urgent cases of discipline, nor after close of school in the afternoon more than twenty minutes for any purpose whatever.

(a) No pupil in any department shall be detained in the class room during recess.

(b) No pupil shall be sent from his or her class room for any purpose whatever during school hours without the consent of the Principal.

(c) Pupils shall not be sent into the open air, at recess or at any other time during cold weather, without having an opportunity of putting on their outdoor wraps.

#### SUSPENSION, EXPULSION, REINSTATEMENT.

**S4.** Pupils may be suspended for the following causes:

(a) For frequent tardiness, after due warning and written notice to parents.

(b) For being absent six half-days in any four consecutive weeks without good and sufficient excuse from the parent or guardian, given either in person or by note.

(c) For defacing or injuring any school property maliciously or carelessly, provided the pupil refuses to pay all damages assessed for such injury.

(d) For failing to provide themselves with the required books or necessary school material.

(e) For habitual neglect or disregard of duty, for using tobacco on or about the school premises, or for misbehavior on the street in going to or coming from school, or for avoidable absence from examinations.

(f) For disregard of the requirements of cleanliness of person and decency of dress.

**S5.** Pupils may be suspended, or, in flagrant cases, expelled for the following causes:

(a) For open or violent disobedience or insubordina-

tion, or for determined resistance to the authority of the teacher.

(b) For using profane or indecent language, or for immoral, vicious or wicked conduct on or about the school premises, or for other causes which render the pupil an unfit member of the school, and a harmful or dangerous associate for other children.

**86.** For the protection of every interest it is required:

(a) When the absences or tardinesses of any pupil have so accumulated that it is probable that suspension will follow, a warning notice, stating the fact and reciting the rules bearing upon the case, must be sent to the parent.

(b) In all cases of suspension or other exclusion from school, immediate written notice shall be sent to the parent or guardian, such notice setting forth the causes on account of which the pupil is excluded from school.

(c) All notices of suspension or expulsion must be signed by the Principal of the school from which the notice is issued.

(d) All notices of suspension or expulsion shall be addressed to the parent or guardian, and shall contain the rules of the board, under which the pupil is excluded. They shall also direct the parent or guardian to present the said notice in person to the Superintendent, provided reinstatement is desired.

(e) Pupils suspended for defacing or injuring school property shall, in no case, except upon the consent of the Committee on Teachers and Schools, be reinstated until the damage assessed by the Principal and Supervisor of Property has been fully paid.

(f) Pupils suspended from the privileges of school shall not be reinstated, except upon the written permission of the Superintendent.

(g) Expelled pupils may be reinstated by the Superintendent with the advice and consent of the Committee on Teachers and Schools.

#### DUTIES OF PUPILS.

**87.** Pupils are required:

(a) To be prompt and regular in attendance, studious and orderly in deportment.

(b) To attend school within the limits in which they reside, unless they hold the written permission of the Superintendent to attend elsewhere.

(c) To go directly to their homes at the close of school at noon and at night, unless required or specially permitted by their teachers to remain.

(d) To pursue the regular course of study prescribed for their respective classes.

(e) To keep their desks and the floor-space occupied by them in a neat and orderly condition.

(f) To present, upon being transferred from one school to another, the statement of the Principal of the school from which they come, showing the grade and class to which they belong, and whether they have been properly vaccinated.

(g) To take their places in lower classes when, on account of absence, indolence or other causes, they cannot be profitably employed in the classes to which they belong.

(h) To provide themselves with all books and prescribed school material.

(i) To see that their slate frames are covered, so as to prevent noise and injury to desks, when so required by their teachers.

## DUTIES OF TEACHERS.

**88.** It shall be the duty of teachers to practice such discipline in their schools as would be exercised by a wise and judicious parent in his family—always firm and vigilant, but prudent.

**89.** They shall endeavor to impress upon the minds of their pupils the principles of morality and virtue, a sacred regard for truth, sobriety, industry and frugality, but no teachers shall exercise any sectarian influence in the school.

**90.** All teachers are enjoined to avoid a resort to punishment, and especially corporal punishment, whenever consistent with safety to the maintenance of good order and right conduct on the part of pupils.

**91.** Those teachers who are most successful in controlling their pupils without resort to corporal punishment, other qualifications being sufficient, shall be awarded by the board a higher degree of appreciation.

**92.** Teachers are required:

(a) To adhere strictly to the rules of the Board of Education, and in all cases of doubt to seek advice of the Principal or Superintendent.

(b) To be kind and courteous to their pupils, and to

require from them prompt obedience, courtesy and politeness.

(c) To avoid corporal punishment in all cases in which milder measures can be successfully employed, and never to inflict it without the full knowledge and consent of the Principal.

(d) To avoid all appearance of indiscreet haste in matters of discipline, to seek in more difficult cases the direction and advice of the Principal or the Superintendent, and to send no pupil home from school without the knowledge and consent of the Principal.

(e) To keep a correct and full record of all cases of corporal punishment upon the page of the summary book devoted to the purpose, remembering that any infliction of bodily pain for the purposes of discipline is to be considered corporal punishment, and to report this record at the end of each month to the Superintendent.

(f) To keep such records, registers and statistics as shall be required by the board, and report any facts obtainable therefrom to the Superintendent as often as he may require.

(g) To see that all school property in their room is properly labeled, kept and preserved.

(h) To deliver all keys to the Principal at the close of each term.

(i) To record in the school register all temporary dismissals of schools.

(j) To abstain from dealing in, or selling to pupils, any school books or school supplies, or acting in any way as agents for any school material; from announcing or advertising any public exhibition, entertainment or public meeting; from distributing or allowing to be distributed on school premises any advertisements or tickets for such exhibitions, and from using as check lists for school books required by pupils any lists containing the imprint or advertisement of any dealer in school supplies.

(k) To make frequent inspection of all school property under their charge and promptly to report to the Principal any loss or damage.

(l) To practice economy in the use of fuel, and to take every precaution against danger from fire.

(m) To attend all meetings for instruction and improvement in their profession, or in any special department of the same, to which they may be called by the Principal or the Superintendent, and to assist in

general examinations when requested by the Superintendent to do so.

(n) To make a full record of all their own tardiness or absence from duty and promptly report the same to the Principal; also to inform the Principal before the opening of the session if compelled to remain from the school.

(o) To be in attendance at the school house fifteen minutes before the opening of each school session, and to do such hall-duty as may be prescribed by the Principal.

(p) To prepare as soon as may be after the beginning of each school term a full schedule of exercises, showing how all their pupils are employed during the school hours, to submit the same to the approval of the Principal, and to post it in their respective rooms after such approval; also to send a copy of it to the Superintendent whenever requested by him to do so.

(q) To give at least one month's notice to the Superintendent of intended resignation.

(r) To act under the directions of the Principal of the school in which they are employed.

(s) To keep the pupils fully informed of all the rules affecting them in their department and attendance.

(t) Teachers shall give their whole time and attention to school work during school hours; and all such employment as needle-work, and reading and writing, when not in the line of school duty, is strictly prohibited.

(u) It shall be the duty of teachers, as far as it is practicable and expedient, to make themselves acquainted with the parents or guardians of the pupils under their charge, to the end that their sympathy and co-operation may be secured in all that pertains to the education of the children.

(v) No principal, special teacher, or teacher in the public schools, shall be permitted to keep or give instruction in any private school, or to any private pupil, except by permission of the Committee on Teachers and Schools with the Superintendent of Schools, or pursue any other business or vocation until after 6 p. m. on school days.

Any violation of this rule shall be held a forfeiture of place of the Principal, special teacher, or teacher so offending.

## DUTIES OF PRINCIPALS.

**93.** The Principal of each school shall be deemed the chief executive officer thereof for all purposes, of discipline, classification, and regulation of studies, for arranging the time and mode of recess, and for all matters pertaining to good order in and about the buildings and grounds, subject to the rules of the board, the prescribed limits and apportionment of the course of study, and the general supervision of the Superintendent.

**94.** Principals are required:

(a) To enforce and carry into effect, so far as their schools are concerned, the rules of the board.

(b) To require of the janitor during school term such services and work as appertain to cleanliness in and about the school buildings, yards, etc., the removal of snow and ice, where dangerous, the timely and comfortable heating of the school rooms and halls, the taking care of fuel, kindlings, ashes and sweepings, so as to avoid any danger to the school premises. The janitor, during school terms, is subject to the orders of the Principal, who is held responsible for the proper enforcement of these and like requirements, unless failure in duty on the part of the janitor is immediately reported to the Superintendent, Supervisor, or the Committee on Supplies and Janitors.

(c) To store and secure in places provided for this purpose, whenever the school is about to enter upon vacation, all books, apparatus, maps and other movable property of the board, and at the close of each school year to deliver to the Supervisor of Property all keys used in and about the school house.

(d) To report to the Superintendent, whenever required, a detailed inventory of movable school property on hand, and any losses that may have occurred since the last report.

(e) To investigate all cases of proposed corporal punishment and of suspension or expulsion for misconduct, to sign all notices of suspension or expulsion, and to withhold permission to punish, suspend or expel, whenever, in their judgment, milder measures will secure the desired reform.

(f) To attend all meetings of Principals, called by the Superintendent.

(g) During severely cold weather, and on rainy days, Principals shall see that one room, at least, in their respective schools shall be opened and placed under

proper supervision for the reception of pupils coming at an early hour. The room or rooms shall be opened at least fifteen minutes before the ringing of the first bell.

### THE SUPERINTENDENT.

**95.** The Superintendent of Schools, under the direction of the board, shall have the superintendency of all schools and teachers, and the supervision of all public school buildings, grounds, books, furniture and apparatus belonging thereto, as directed and limited in the rules of the board.

### DUTIES OF JANITORS AND ENGINEERS.

**96.** During cold weather, and whenever directed by the Principal, fires shall be built sufficiently early to have the temperature of the school rooms, by 8:30 o'clock in the morning, to range from 65 to 70 degrees Fahrenheit.

**97.** (a) The janitor or engineer must not leave the school building until the Principal arrives, and then only by permission.

(b) In steam heated buildings when a fire is necessary, the engineer shall remain in the boiler and engine rooms continuously during school hours. Assistant janitors will attend to all duties elsewhere.

(c) The fresh air room in all furnace and steam heated school buildings must be kept neat and clean, and not used as a store room for rubbish. The door connecting this room with the basement must be kept closed and the window in this room must always be kept open when there is a fire in the furnaces, or when school is in session. Neglect to give the furnace air, which carries the heat to the rooms above, will result in burning out the furnaces. Janitors and engineers should give attention to the temperature of the school rooms, and will be held responsible for the failure to fire furnaces in accordance with the printed directions posted in furnace rooms.

(d) All oiled cloths or waste used about the premises must be kept only in the buckets provided for that purpose, the lid of which should be kept closed.

(e) To the end that the school property may be protected during vacation, janitors and engineers will remain at the school buildings, or on the grounds, during usual school hours. All light repairs and renovations,



such as repairing sidewalks, fences, whitewashing basements, etc., will be done by the janitors under the direction of the Supervisor of Buildings.

(f) The United States flag provided for each building shall be displayed during school hours only on fair or clear days, and not during the prevalence of high winds.

(g) Smoking by any employe in any school building will not be permitted.

(h) Janitors will immediately notify the Secretary's office of any change in their residence address.

(i) In case any engineer-janitor in a school where steam boilers are used for heating or power is incapacitated for duty by sickness or otherwise, notice must be sent to the Principal of the school, and the Secretary's office also be notified immediately, in order that a substitute, who is a licensed engineer, may be supplied. In no case is the boiler or engine to be left in charge of an assistant without the knowledge of the Secretary or some member of the Committee on Janitors.

**98.** All rooms, platforms, halls, stairs, water closets, steps and walks in yards shall be thoroughly swept each day after the afternoon session of school; and the sidewalks must be kept free from snow and ice.

**99.** (a) All walls, cornices and ceilings shall be dusted at least once in two weeks; and all furniture, such as desks, tables, pianos, etc., shall be dusted every day after rooms have been swept, or in time for the next day's session.

(b) Janitors and engineers shall be permitted to sweep halls, corridors and stairways after the afternoon recess, and teachers shall be requested to give janitors an opportunity to sweep rooms at 4 p. m., or as soon thereafter as the janitor may be ready to commence work, all work to be done subject to the discretion of the principal.

**100.** All hall floors and stairs shall be scrubbed at least once a week, and floors or rooms whenever directed by the Principal, but nothing shall be used to injure the oil finish or the woodwork. All windows and woodwork and basements shall be kept clean, and the floors of boys' water closets shall be scrubbed every day. Ink-wells shall be cleaned and supplied with ink as directed by the Principal. Erasers and chalk boxes shall also be kept clean.

**101.** All Janitors' supplies shall be kept in the office of the Principal.

**102.** In the discharge of their duties Janitors shall be under the direction of the Principals of their respective schools.

#### MISCELLANEOUS.

**103.** No person except a citizen of the United States shall be eligible for employment by this board.

**104.** No person in the employ of this board shall accept any gift or emolument of any kind whatever from any pupil or pupils, or the parent or guardian of any pupil, or from any manufacturer or dealer in any book, chart, map or school supplies, without the consent of the board; and any employe adjudged guilty will be subject to dismissal from the employment of the board.

**105.** No collection shall be solicited or allowed, and no contribution shall be received from any pupil or pupils without the consent of the Board of Education.

**106.** No official or employe of the Board of Education shall act as agent, or sub-agent, or be in any way, directly or indirectly, interested in the purchase by said board or any book, books, or school supplies.

Any violation of this rule shall be held a forfeiture of place of the official or employe so offending.

#### CARE OF SCHOOL BOOKS, ETC.

**107.** (a) The Secretary of the board is charged with the care and supervision of all text and other books, apparatus, school room supplies belonging to the board and held in stock. He is instructed to furnish the Superintendent at all times such information as may be requested by him relative to the supplies on hand; at or near the close of each term to furnish him with an invoice of all books and supplies on hand; to attend to the distribution of books ordered for the various schools or for teachers' use, and to collect all such books, etc., as require repairing or rebinding, or for any reason need to be sent to his office.

(b) All requisitions for books, supplies, etc., must be made upon the Secretary, and must first be approved by the Superintendent, or by some member of the committee on "Text Books and Course of Study."

(c) Under the general supervision of the Superintendent, principals of schools are charged with the care of all text and reference books, school supplies,

etc., in use by teachers and pupils in their respective buildings, and belonging to the Board of Education.

(d) Besides attending to the collecting and the storing of all school books, etc., at the close of each term preceding a vacation, as provided in Rule No. 94, Section "c," Principals shall also require of their teachers that all text books which need rebinding or other repairs, or have become so worn as to be worthless, be selected and properly placed by themselves, apart from other books, that the Secretary of the board can collect them for such disposition as their value requires; and it shall be the duty of the Principals to inform the Secretary, whenever any such books have been collected and ready to be delivered to him.

(e) Teachers are also required to aid the Principals in the care of text books belonging to the board, in use in their respective rooms during term time. To this end the frequent inspection of books by the teachers is enjoined.

(f) Any pupil who shall maliciously or carelessly mutilate, injure or deface any book in his possession or otherwise, belonging to the board, shall be fined by the Principal of his school a sufficient sum to make good such mutilation, or replace the book if necessary by a new one; and a repeated offense of this kind shall subject him to the liability of dismissal from school.

(g) Principals of schools are directed to require of their teachers that the text books in the hands of their pupils be passed from room to room or grade to grade with the scholars or classes using said books. The latter must not be continued in any one room or grade, unless the book should be used only by that one grade. When the course contained in said books shall have been completed by the pupils of the highest grade using them, the books shall again be issued to the classes beginning the study of the book, and again be continued through the whole course.

(h) Principals of schools are required at the close of each school term to prepare and send to the Superintendent an inventory of all text and other books, apparatus and school supplies in use and on hand in their respective schools at that date.

(i) No book, map, chart or school supplies shall be destroyed by any teacher, pupil or other person, as being worthless or damaged beyond repair. All such material shall be returned to the office of the Secre-

tary for such disposition as the Committee on Text Books and Course of Study shall deem wise.

### PUBLIC SCHOOL TEACHERS' RETIREMENT FUND.

**108.** In compliance with the requirements of Section 27 of "An act relative to free schools in the City of Detroit," approved February 24, 1869, and an act amendatory thereof, approved May 17, 1901, this Board does hereby establish what is known as the "Public School Teachers' Retirement Fund," to be administered according to such act, and the rules and regulations adopted, or which may be hereafter adopted, in accordance with such act, by the "Board of Trustees" duly authorized to administer such fund. Said fund shall consist of:

(a) A permanent fund, which shall consist of:

First. All moneys received from donations, legacies, gifts, bequests and other contributions designated for said permanent fund;

Second. All moneys appropriated by the Board of Education or raised therefor by the approval of the Common Council and Board of Estimates;

Third. All moneys authorized by this act to be paid into said fund from tuition fees of non-resident pupils and from moneys received and designated as interest on daily balances of all moneys appropriated and collected for the payment of salaries of teachers.

Fourth. All moneys which the Board of Trustees hereinafter provided for may deem proper to transfer from time to time from the general fund hereinafter provided for. The interest only of this permanent fund shall be used in the payment of annuities, and for that purpose said interest shall be turned over to the general fund hereinafter provided for.

(b) A general fund, which shall consist of:

First. All moneys received from deductions made by the Board of Education from the salaries of teachers in the public schools of said city, which deduction shall not be less than one per cent. nor more than three per cent. annually of the salary of each teacher: Provided, That no deduction shall be made from the salary of any teacher on an amount greater than one thousand dollars;

Second. All interest or income derived from said general fund;

Third. All money, pay, compensation or salary or

any part thereof, deducted or withheld from any teacher or teachers on account of absence from duty, or any cause in accordance with the provisions of the rules of the Board of Education;

Fourth. All other moneys intended for the retirement fund and not already specified.

It is further directed, in compliance with the said act that the President and Secretary of this Board shall once in three months certify to the Treasurer of said Board of Trustees all amounts deducted from the salaries of teachers in accordance with the provisions of this act, together with all amounts received from non-resident pupils for tuition, and all amounts received as interest or income from moneys appropriated and collected for the payment of salaries of teachers, which amounts, as well as all other moneys contributed to said fund or funds, shall be set apart and held by said Treasurer in a special fund or funds, for the purposes hereinbefore specified, subject to the order of said Board of Education and said Board of Trustees, as herein provided, except that the principal of the permanent fund cannot be expended, and the general fund shall be paid out upon warrants signed by the President and Secretary of said Board of Trustees, and the permanent fund for the purpose of investment upon the warrant of the President and Secretary of the Board of Education; provided, that the Board of Education shall pay out of the maintenance fund of said Board all sums which they shall deem necessary for printing and other current expenses of said Board of Trustees.

#### PLACING AND ARRANGING OF SCHOOL SEATS.

**109.** The placing and arranging of all new seats in school rooms shall be under the direction and supervision of the Superintendent and Sanitation Committee. When necessary to change the seating of a school room the placing and arranging of such seats shall be under the direction and supervision of the Superintendent and Sanitation Committee, the Supervisor being charged with the necessary work, upon notification through the Secretary.

#### EMPLOYEES MUST BE RESIDENTS.

**110.** No person shall hereafter be employed by this Board who is not a legal (bona fide) resident of the

City of Detroit, or who does not after appointment, declare his or her intention, in writing, to the Board, to become such without delay; provided, that upon application, said person may be exempted from the provisions of this rule by a majority vote of the Board.

#### ENGINEERS MUST HOLD LICENSE.

**111.** All applicants for positions as engineer-janitors in the public schools shall be required to pass a satisfactory examination before the City Boiler Inspector then in office at the time of making such application.

#### CONTRACTORS' BONDS.

**112.** All contractors who are required to furnish a bond to the Board of Education for any purpose, shall furnish the bond of an indemnity company authorized to do business in this State and holding a certificate from the State Commissioner of Insurance. The premium of said bond shall be paid by the contractor.

## DETROIT NORMAL TRAINING SCHOOL.

Rule 113—The Normal Training School course for teachers shall consist of one hundred weeks, distributed as follows and under the following regulations:

(a.) Students shall spend forty weeks in observation and training in the Normal Training School. During this year the reports of the work done by the students shall be made to the Superintendent of Schools as follows: At the end of four months, at the end of seven months and at the end of nine months. Where the faculty report that a majority of the work of any student in theory and in practice is unsatisfactory, said student shall be excluded from the privilege of the Normal Training School.

(b.) The next twenty weeks shall be divided between theory and practice in the several schools; the students may be assigned as cadets or may be placed in charge of rooms. Upon completion of this period of probation to the satisfaction of the faculty of the Normal Training School, the students shall receive certificates signed by the Chairman of the Committee on Teachers and Schools, the Superintendent of Schools, and the Principal of the Normal Training School. During the third term, the students shall receive sixteen dollars per school month.

(c.) During the fourth and fifth terms, having received certificates, the students shall be assigned under Rule 75 to regular grade work at regular schedule rates of salary.

The Principal of the Normal Training School shall visit the students during the diploma year as often as he may deem necessary to intelligently judge the work and sign the diplomas.

(d.) The principals of the schools to which the students are assigned shall make reports upon the work done by these teachers at the end of the eighteenth week and at the end of the thirty-sixth week to the Superintendent upon blanks furnished for that purpose, and at any time upon request of the Superintendent of Schools.

(e.) The Principal of the Normal Training School shall make a report of diploma teachers' work to the Superintendent at least once each term upon the same form of blank as that used by the principals of schools. Further reports shall be furnished by the

Principal of the Normal Training School upon request of the Superintendent of Schools.

(f.) The students shall receive their diplomas one year after having received their certificates, should their work as teachers meet with the approbation of the Superintendent of Schools, the Principal of the Normal Training School and the principal of the school in which the student shall have been last employed or upon the approval of any two of the aforesaid parties where a difference of opinion arises as to fitness of candidates. All diplomas are to receive the signature of the Superintendent of Schools, the Principal of the Normal Training School, the Principal of the school in which the teacher was last employed and the Chairman of the Committee on Teachers and Schools.

(g.) Any one to whom a diploma is refused at the end of the diploma year shall no longer be employed as a regular teacher in the Public Schools of Detroit, and all contracts given shall be subject to this provision.

#### KINDERGARTENS AND KINDERGARTEN TRAINING SCHOOL.

Rule 114.—(a.) The course of the Kindergarten Training School shall be for the term of three years. The first two years shall be spent in the training department; the third year as a student in the senior course and an assistant in a Kindergarten.

(b.) At the end of two years' training in this department, the student, providing her work is satisfactory, shall be entitled to a certificate, which indicates her fitness to take a position as an assistant and to enter the senior course.

(c.) If, at the end of the senior and third year the work of the pupil teacher has proved entirely satisfactory both as to theory and practice, she shall be entitled to a diploma, showing that she has completed the entire three years' course.

(d.) The directors of kindergartens shall be chosen: First, from the Normal Kindergarten Department; and, second, from outside schools of equal standing. Assistants shall be chosen: First, from the Normal Kindergarten Department, and, second, from outside schools of good standing.

(e.) The compensation of the under graduate



assistant shall be twenty-five (25) dollars per school month. The graduate assistant shall receive thirty-five (35) dollars per school month for the first year's service increasing thereafter at regular schedule rate until the maximum salary of fifty (50) dollars per school month is reached.

The directors of Kindergartens shall receive a minimum of fifty (50) dollars per school month with regular schedule increase, until the maximum of seventy-two and fifty one-hundredths (72 50-00) dollars is reached.

### SCHOOL FOR DEAF AND NORMAL TRAINING DEPARTMENT.

Rule 115.—(a.) The School for Deaf shall be under the direction of the Superintendent of Schools and the Committee on Teachers and Schools.

(b.) The School for Deaf shall be conducted under the same general rules as the public schools of the city as regards attendance of pupils, length of school term, dates of times of opening and closing school, contagious diseases, punctuality, regularity, deportment of pupils and records.

It shall be the duty of the Principal of the School for Deaf to keep a special record of pupils attending the school, including age, parentage, origin and nature of pupils' deficiency in hearing and voice, improvement under training, and such other facts as may be of value in furthering the knowledge and advancing the art of speech teaching.

(c.) The instruction in this school shall conform to the graded course of the district schools adopted by the Board of Education and the special instruction of pupils shall conform to the oral method, to exclusion of all teaching or use of manual and sign language.

(d.) A normal department shall be maintained in connection with the School for Deaf, the principal of the school to be required, in addition to other duties as such principal, to give instruction to students admitted to such department.

(e.) Applicants entering the normal department shall be required to hold a Detroit teacher's certificate or its equivalent, or shall have completed one year of the advanced course of a state normal school. After having attended the School for Deaf for obser-

vation and practice work one year, members of the normal class shall be examined in:

Anatomy and Physiology of the Human Voice and Ear,  
 Science of the Elements of Speech,  
 History of the Education of Deaf,  
 Special Pedagogy for Deaf.

Upon recommendation of the Principal of the Training Department of the School for Deaf, the Superintendent of Schools and the Chairman of the Committee on Teachers and Schools, shall issue diplomas to graduates, sign same, and transmit to the State Superintendent of Public Instruction for his indorsement.

The membership of the normal class shall be determined by the Superintendent and the Principal of the school, after the number of students to be admitted for the year has been determined.

(f.) Assistant teachers and the Principal of the School for Deaf must hold certificates granted by the Board of Education on recommendation of the Committee on Teachers and Schools and the Superintendent of Schools. The teachers in the School for Deaf shall be subject to the same rules as teachers in the district schools except as otherwise provided.

(g.) The salaries of the assistant teachers employed in the School for Deaf shall be subject to the rules which fix the compensation of teachers in district schools, with an addition of \$100.00 per annum for each assistant teacher. Teachers for special work shall be paid according to special agreement.

Rule 116—Teachers of Sloyd, to be eligible for appointment, shall have satisfactorily completed the courses in a special training school of good standing—such as the Teachers' College, New York, or the Sloyd Training School, Boston.

Teachers of Sewing and Cooking shall be graduates of a special training school of good standing—such as the Pratt Institute, Brooklyn, or the Drexel Institute, Philadelphia, or shall have had a preparation equivalent to a diploma from these schools.

# BOARD OF TRUSTEES.

## OF THE

# Public School Teachers' Retirement Fund

## OF DETROIT.

### MEMBERS OF THE BOARD.

NAME.	ADDRESS.
Charles F. Adams.....	34 Selden Ave.
Louis Goldberg .....	1086 Michigan Ave.
Maurice R. Marr .....	
Edward F. Marschner .....	980 Meldrum Ave.
Wales C. Martindale . . . .	50 Miami Ave.
George E. Parker.....	1058 Trumbull Ave.
S. Emory Whitney.....	209 Hancock Ave.,

Regular meetings of the board are held on the second Monday of each month, except July and August, at 8 o'clock p. m., in the office of the Superintendent of Schools.

### OFFICERS FOR 1901-1902.

WALES C. MARTINDALE.....	President
CHARLES F. ADAMS.....	Vice-President
GEORGE E. PARKER.....	Secretary
WM. B. THOMPSON .....	Treasurer
Secretary's Office, Room 8, 50 Miami Avenue.	
Office hour, Saturdays from 11 a. m. to 12 m.	
Treasurer's Office, office of City Treasurer, City Hall.	

### STANDING COMMITTEES.

Committee on Finance—Trustees Adams, Whitney, Parker.  
 Committee on Annuitants—Trustees Goldberg, Parker, Adams  
 Committee on Judiciary—Trustees Marschner, Whitney  
 Parker.

## STATE LAW

### Establishing the Public School Teachers' Retirement Fund.

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#### AN ACT

To amend section twenty-seven of an Act entitled "An Act relative to Free Schools in the City of Detroit," approved February twenty-four, eighteen-hundred sixty-nine, and Acts amendatory thereof.

THE PEOPLE OF THE STATE OF MICHIGAN enact:

Section 1. That section twenty-seven of an act entitled "An act relative to free schools in the City of Detroit," approved February twenty-four, eighteen hundred sixty-nine, and acts amendatory thereof, be and the same is amended to read as follows:

Section 27. The Board of Education of the City of Detroit shall establish what shall be known as the Public School Teachers' Retirement Fund, which fund shall be administered according to such rules and regulations, by-laws and ordinances as may be adopted by the Board of Trustees hereinafter provided for not inconsistent herewith. Said funds shall consist of:

(a) A permanent fund, which shall consist of:

First. All moneys received from donations, legacies, gifts, bequests and other contributions designated for said permanent fund;

Second. All moneys appropriated by the Board of Education or raised therefor by the approval of the Common Council and Board of Estimates;

Third. All moneys authorized by this act to be paid into said fund from tuition fees of non-resident pupils and from moneys received and designated as interest on daily balances of all moneys appropriated and collected for the payment of salaries of teachers;

Fourth. All moneys which the board of trustees hereinafter provided for may deem proper to transfer

from time to time from the general fund hereinafter provided for.

The interest only of this permanent fund shall be used in the payment of annuities, and for that purpose said interest shall be turned over to the general fund hereinafter provided for.

(b) A general fund, which shall consist of:

First. All moneys received from deductions made by the Board of Education from the salaries of teachers in the public schools of said city, which deduction shall not be less than one per cent nor more than three per cent annually of the salary of each teacher: Provided, That no deduction shall be made from the salary of any teacher on an amount greater than one thousand dollars;

Second. All interest or income derived from said general fund;

Third. All money, pay, compensation or salary or any part thereof, deducted or withheld from any teacher or teachers on account of absence from duty, or any cause in accordance with the provisions of the rules of the Board of Education;

Fourth. All other moneys intended for the retirement fund and not already specified.

The Board of Trustees shall consist of the president of the Board of Education, the President Pro Tem. of the Board of Education, the Chairman of the Committee on Teachers and Schools of the Board of Education, the Superintendent of Schools of the City of Detroit, and three teachers in the public schools of the City of Detroit, to be selected by ballot in such manner as said Board of Trustees shall prescribe by the teachers who contribute a percentage of their salaries to said fund. The term of office of the representatives of the teachers after the first election shall be three years, one to be elected each year. At the first election one representative shall be elected for one year., one for two years, and one for three years. The treasurer of said Board of Education shall be treasurer of the Board of Trustees, and shall hold all moneys belonging to said funds and shall pay out the same under the direction of the Board of Trustees and the Board of Education as hereinafter provided.

The Board of Education shall, on recommendation of said Board of Trustees, determine the amount to be deducted from the salaries paid to teachers as aforesaid. Said Board of Education shall have charge of

and administer said permanent fund, and shall have power to invest the same in the name of the Board of Trustees in United States government or municipal bonds and first mortgages upon improved real estate within the city of Detroit to an amount not to exceed one-half of the assessed valuation thereof as shown by the latest assessment roll of said city, and not to exceed one-third of the cash value thereof as determined by the cashier and real estate appraiser of some bank of said city to be designated by the Board of Education, as shall be deemed most beneficial to said fund.

Said Board of Trustees shall have power to make payments from the General Fund of annuities granted in pursuance of this act, and for no other purpose, and shall from time to time make and establish such rules and regulations, by-laws and ordinances for the administration of said fund as they shall deem best. And said Board of Trustees may provide for honorary membership in the Board of Trustees for donors to the Permanent Fund, such honorary members not to have a vote in transacting the business of the board.

On and after the passage of this act said Board of Education shall so amend its rules or by-laws relating to the absence from duty of teachers as to provide that reasonable sums shall be deducted from the salaries of teachers on account of such absence from duty, and said sums shall be transferred to and become a part of said General Fund; likewise said Board of Education shall so amend its rules or by-laws relating to fees received from non-resident pupils as to provide that all moneys received from non-resident pupils for tuition shall be transferred to and become a part of said Permanent Fund to be established and administered as herein provided; likewise said Board of Education shall appropriate and transfer to said Permanent Fund all money or moneys received and designated as interest on daily balances of all moneys appropriated and collected for the payment of salaries of said teachers: Provided, That the money thus constituting the Permanent Fund shall revert to the Teachers' Salary Fund of the Board of Education of the City of Detroit in case said Retirement Fund shall for any reason be discontinued: Provided further, That from and after such time as the said Permanent Fund shall amount to one hundred thousand dollars no further sum shall be added thereto from the two last

mentioned sources except by a two-thirds vote of the Board of Education,

Any teacher in the public schools of the City of Detroit who has completed thirty years of service as teacher in the public schools, twenty years of which shall have been in the public schools of Detroit; also any teacher who has taught twenty-five years in the public schools of Detroit, shall upon application be placed on the roll of annuitants by said Board of Trustees.

Any teacher in the public schools of the City of Detroit who has completed twenty-five years of service as a teacher in the public schools, fifteen years of which shall have been in the public schools of Detroit, may be placed on the roll of annuitants by said Board of Trustees.

Any teacher in the public schools of the City of Detroit who shall in the judgment of said Board of Trustees become so disabled or incapacitated as to be unable or incompetent to perform the duties of teacher, may be placed on the roll of annuitants by a two-thirds vote of the whole Board of Trustees, provided said teacher shall have completed twenty years of service as a teacher in the public schools, ten years of which shall have been in the public schools of Detroit.

Any teacher who shall resign or be removed for cause shall, upon application within three months after date of such resignation or removal, be entitled to receive such sum as said trustees shall direct, not to exceed one-half of the total amount paid by such teacher into such fund.

Each teacher placed on the roll of annuitants shall be entitled to receive an annuity which shall not exceed the sum of two hundred and fifty dollars per annum.

The President and Secretary of the Board of Education shall once in three months certify to the Treasurer of said Board of Trustees all amounts deducted from the salaries of teachers in accordance with the provisions of this act, together with all amounts received from non-resident pupils for tuition, and all amounts received as interest or income from moneys appropriated and collected for the payment of salaries of teachers, which amounts, as well as all other moneys contributed to said fund or funds, shall be set

apart and held by said Treasurer in a special fund or funds for the purposes hereinbefore specified, subject to the order of said Board of Education and said Board of Trustees, as herein provided, except that the principal of the Permanent Fund cannot be expended, and the General Fund shall be paid out upon warrants signed by the President and Secretary of said Board of Trustees, and the Permanent Fund for the purpose of investment upon the warrant of the President and Secretary of the Board of Education: Provided, That the Board of Education shall pay out of the Maintenance Fund of said board all sums which they shall deem necessary for printing and other current expenses of said Board of Trustees.

All moneys belonging to the General Fund of the Retirement Fund at the time this act goes into effect shall be transferred to the General Fund created by this act; likewise all moneys belonging to the so-called Endowment Fund of the Retirement Fund shall be transferred to the Permanent Fund created by this act.

Sec. 2. All acts or parts of acts inconsistent with the provisions of this act are hereby repealed.

This act is ordered to take effect June first, 1901.

Approved May 17, 1901.



# Public School Teachers' Retirement Fund.

## Constitution, By-Laws and Rules of Order, Adopted June 10, 1901.

### CONSTITUTION.

#### ARTICLE I.

This organization shall be known as the Board of Trustees of the Public School Teachers' Retirement Fund of Detroit.

#### ARTICLE II.

The object of this Board of Trustees shall be to take charge of the General Fund of the Public School Teachers' Retirement Fund, and administer the same according to Act 233 of the Session Laws of 1869, as amended by an Act approved May 17, 1901, and according to rules and by-laws hereinafter provided.

#### ARTICLE III.

Section 1. This Board of Trustees shall consist of the President of the Board of Education, the President Pro Tem. of the Board of Education, the Chairman of the Committee on Teachers and Schools of the Board of Education, the Superintendent of Schools of the City of Detroit, and three teachers in the public schools of the City of Detroit to be selected by ballot in such manner as said Board of Trustees shall prescribe by the teachers who contribute a percentage of their salaries to said fund. The term of office of the representatives of the teachers after the first election shall be three years, one to be elected each year.

Sec. 2. On the second Friday of May in each year those teachers who contribute a percentage of their salaries to the Retirement Fund shall meet in their respective schools and nominate by ballot over their respective signatures a teacher eligible for election to the Board of Trustees. These ballots shall be collected, sealed in an envelope, and deposited with the Secretary of the Board of Trustees not later than 10 o'clock a. m. on the following day, at which time the Board of Trustees shall open the envelopes and place the names of all persons nominated by 25 or more

teachers upon the ticket for election. The election shall be held at the rooms of the Board of Education on the third Saturday of May in each year, between the hours of 9 a. m. and 5 p. m., under the supervision of the Board of Trustees. The person receiving the highest number of votes shall be declared duly elected for a term of three years from the first day of June following.

Special elections called for the purpose of filling vacancies in the Board of Trustees shall be conducted in a similar manner.

#### ARTICLE IV.

Section 1. The officers of this Board shall consist of a President, a Vice-President, a Secretary and a Treasurer, who shall be the Treasurer of the Board of Education of the City of Detroit, and the Treasurer shall give bonds in such sum as the board may require.

Sec. 2. The officers of this Board shall be elected for the term of one year, said election to be held on the second Monday in September of each year. They shall hold office until their successors are duly elected.

Sec. 3. The election of officers shall be by ballot and a majority of the votes cast shall be necessary for a choice.

Sec. 4. Any vacancies which may occur among the officers shall be filled by the Board of Trustees, provided that the person chosen shall hold office only for the unexpired time he or she is chosen to fill.

#### ARTICLE V.

Section 1. The President shall preside at all the meetings of the Board of Trustees and perform such other duties as may be imposed on him by the constitution and by-laws. He shall be ex-officio a member of all standing committees.

Sec. 2. The Vice-President shall preside in the absence of the President. In the absence of both the President and Vice-President from any meeting the members present shall choose a Chairman, who shall preside at such meeting.

Sec. 3. The Secretary shall keep a record of all transactions of the Board of Trustees, send notice of meetings of the Board of Trustees to each member thereof and attend to all the duties usually pertaining to the office or that may be directed by the Board of Trustees. He shall make a report at each regular

meeting of the Board of Trustees of the condition of the finances of the Board.

He shall prepare and furnish to the Board of Trustees at their annual meeting, an annual report which shall comprise an account of the General Fund, its receipts, disbursements and the balance in the treasury belonging to said fund, also an account of the Permanent Fund, its receipts, manner of investment, and the income derived therefrom, also a complete list of annuitants, specifying those who have been added to the list during the year and also giving the names of any who have died during the year or been dropped from the roll.

Sec. 4. The Treasurer shall receive all moneys of the General Fund from the Secretary of the Board of Education and shall deposit the same in the name of the Public School Teachers' Retirement Fund. All checks or orders on banks, savings institutions or trust companies shall be signed by the President and Secretary of the Board of Trustees.

## ARTICLE VI.

Section 1. Any teacher in the public schools of the City of Detroit who has completed thirty years of service as teacher in the public schools, twenty years of which shall have been in the public schools of Detroit; also any teacher who has taught twenty-five years in the public schools of Detroit, shall upon application be placed on the roll of annuitants by said Board of Trustees.

Sec. 2. Any teacher in the public schools of the City of Detroit who has completed twenty-five years of service as a teacher in the public schools, fifteen years of which shall have been in the public schools of Detroit, may be placed on the roll of annuitants by said Board of Trustees.

Sec. 3. Any teacher in the public schools of the City of Detroit who shall in the judgment of said Board of Trustees become so disabled or incapacitated as to be unable or incompetent to perform the duties of teacher, may be placed on the roll of annuitants by a two-thirds vote of the whole Board of Trustees, provided said teacher shall have completed twenty years of service as a teacher in the public schools, ten years of which shall have been in the public schools of Detroit.

Sec. 4. Any teacher desiring to be placed on the roll

of annuitants on account of having completed the required term of school service shall make application in writing to that effect to the Board of Trustees.

Sec. 5. No teacher shall be placed upon the roll of annuitants and continue to hold a position in any Detroit public school.

Sec. 6. Persons not engaged in teaching may, upon contributing \$10.00 or upwards to the Permanent Fund, be elected honorary members of the Board of Trustees.

#### ARTICLE VII.

Section 1. Any teacher who shall resign or be removed for cause shall, upon application within three months after date of such resignation or removal, be entitled to receive such sum as said Trustees shall direct not to exceed one-half the total amount paid by such teacher into such fund.

Sec. 2. Each teacher placed on the roll of annuitants shall be entitled to receive an annuity of \$250.00 per annum, in ten installments of \$25.00 each, payable on the first day of each calendar month, except August and September, for the previous month.

Sec. 3. There shall be deducted annually from each annuity of \$250.00 the sum of \$7.25. This deduction shall be made from the installment payable on the first day of February of each year and shall be made from all annuities paid prior to September first, 1911, or until all persons availing themselves of the benefits of the Retirement Fund shall have contributed to the fund for at least fifteen years.

#### ARTICLE VIII.

Section 1. The annual meeting of the Board of Trustees shall be held on the second Monday in September of each year and other meetings of the Board of Trustees shall be held in such places at such times as the Board of Trustees shall direct.

Sec. 2. The President may call a special meeting at any time and shall do so upon the written request of three members.

Sec. 3. At all meetings of the Board of Trustees a majority of members-elect shall constitute a quorum.

#### ARTICLE IX.

The Board of Trustees shall have authority to convert moneys donated for any specific purposes to the objects for which such donations may be made.

## ARTICLE X.

This constitution may be amended by a two-thirds vote of all members voting. Notice of the proposed amendment shall be given at a previous meeting of the Board of Trustees or sent to every member not less than ten days previous to the taking of a vote thereon.

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 BY-LAWS.

1. Regular meetings of the Board of Trustees shall be held on the second Monday in each school month at 8 o'clock p. m., city time, in the rooms of the Board of Education.

2. There shall be standing committees as follows:

Committee on Finance, consisting of three members.

Committee on Annuitants, consisting of three members.

Committee on Judiciary, consisting of three members.

3. The President shall appoint said committees as soon after the annual meeting in each year as practicable and they shall hold office until their successors are appointed. The President shall fill all vacancies in standing committees.

4. The Finance Committee shall have supervision of the finances of the Board of Trustees. All statements of receipts and expenditures shall be referred to this committee. All applications for payment of expenses shall be referred to this committee.

The Treasurer and Secretary when called upon for information in reference to the finances shall furnish such information immediately. This committee shall furnish to the Board of Trustees information in reference to the finances when called upon to do so.

It shall be the duty of this committee to examine personally the bank account and make a report at the annual meeting of each year.

5. All applications for annuities shall be referred to the Committee on Annuitants. It shall be the duty of this committee to report to the board as soon as possible all the facts in each case with their recommendation.

6. The Committee on Judiciary shall have charge of all legal matters pertaining to the Board of Trustees and all such matters, unless otherwise ordered, shall

be referred to them. They shall also examine any bonds, contracts or other writings referred to them for that purpose by the President or Secretary, or any committee of the Board of Trustees, and shall report to such officers or committee their opinion as to the construction and validity of such writings.

7. The following shall be Order of Business at all regular meetings.

1. Calling roll.
2. Reading minutes.
3. Report of Secretary.
4. Reading of Communications and action thereon.
5. Reports of Standing Committees:  
Committee on Finance.  
Committee on Annuitants.  
Committee on Judiciary.
6. Report of Special Committees.
7. Unfinished Business.
8. Miscellaneous and New Business.
9. At Annual Meeting, Election of Officers.
10. Adjournment.

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## RULES OF ORDER.

Section 1. Committees shall make report when called on to do so by a majority of the members present.

Sec. 2. Any matter referred to a committee may be taken out of the hands of said committee by a vote of a majority of the members present.

Sec. 3. Robert's Rules of Order shall be the guide in parliamentary matters.

Sec. 4. These Rules and By-laws may be temporarily suspended by a two-thirds ( $\frac{2}{3}$ ) vote of all the members present, and may be amended at any meeting by a majority vote of those present, provided a notice of such amendment shall have been given in accordance with Article X. of the Constitution.

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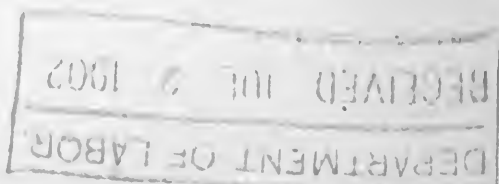
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When examined .....	21
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## Dates of Principals' Meetings.

Tuesday, Apr. 29, 1902.      Tuesday, May 27, 1902.

Grade Teachers' Meetings will be held at such times as the Superintendent of Schools may direct.

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## Dates of Payment of Teachers' Salaries.

Monday, Dec. 16, 1901.      Monday, May 26, 1902.  
Monday, Jan. 27, 1902.      Monday, June 16, 1902.  
Monday, Apr. 28, 1902.

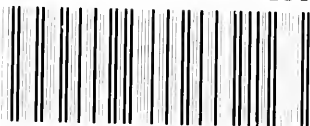
Checks will be in readiness at the Secretary's office for delivery to Principals and to Substitute Teachers at noon and at 4 o'clock p. m. on the above dates.

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## Dates of Payment of Janitors' Salaries.

April 12.	April 26.	May 17.
May 31.	June 14.	June 28.

Checks will be in readiness at the Secretary's office at 10 o'clock a. m. on the above dates.



# Calendar for the Year.

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Beginning of school year, Monday, September 2, 1901.

Close of first term, Friday, January 24, 1902.

Beginning of second term, Monday, January 27, 1902.

Close of second term, Friday, June 20, 1902.

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## VACATIONS.

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Christmas Day and New Year's Day, from Friday, December 20, 1901, to Monday, January 6, 1902.

Spring vacation from Friday March 21, 1902, to Monday, March 31, 1902.

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## HOLIDAYS.

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Labor Day, September 2, 1901.

Thanksgiving and the day following, November 28 and 29, 1901.

Memorial Day, Friday, May 30, 1902.